



**PEOPLE'S CHOICE PAYEE SERVICES INC.**  
2302 Parklake Drive, Suite 510 Atlanta, GA 30345

**Atlanta Office Phone: 404-296-0340 or Columbus Office Phone: 706-221-5950**  
**Fax: 404-420-2292**

**APPLICATION FOR SERVICE**

**Client information**

Name: \_\_\_\_\_

Address \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Date of Birth \_\_\_\_\_ Social Security # \_\_\_\_\_

Daytime Phone \_\_\_\_\_ Mobile \_\_\_\_\_

Place of Birth \_\_\_\_\_ Mother's maiden name \_\_\_\_\_

Father's name \_\_\_\_\_

Marital status: Married \_\_\_\_\_ single \_\_\_\_\_ Divorced \_\_\_\_\_

Emergency contact: (Name, phone# & relationship to you)

\_\_\_\_\_

Case Manager's Name \_\_\_\_\_ Phone#/Email \_\_\_\_\_

**Monthly Income**

SSI \_\_\_\_\_ Amount \$ \_\_\_\_\_ SSA \_\_\_\_\_ Amount \$ \_\_\_\_\_

Other: \_\_\_\_\_ Amount \$ \_\_\_\_\_

**Additional Information or (Landlord)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## **REPRESENTATIVE PAYEE CONTRACT**

I, \_\_\_\_\_ (client name) hereby appoint PEOPLES CHOICE PAYEE SERVICES to be my designated Representative Payee for my social security benefits, SSI, SSD or other income. People's Choice shall receive my benefits or pay checks and be responsible to pay my financial obligations to the extent that there are available funds to in my account to do so. Client agrees to pay a FEE of **\$45.00** per month\* to People's Choice. People's Choice will pay Rent and Utilities (or Room & Board) and other bills directly to the service provider. We will provide a weekly personal needs check to the Client to the extent that People's Choice has client funds available to do so. We shall provide all designated Representative Payee services as prescribed by law or regulation.

### **The Client agrees to the following:**

1. People's Choice will make all payments by check and will mail by US Postal Service First Class Mail only.
2. All weekly checks will be mailed by Wednesday of each week (Holidays & Emergencies exception) and all rent checks will be mailed within 2 business days of receipt of Client funds each month.
3. The Client must notify us in writing of any changes in address. If the Client fails to notify People's Choice in writing of any changes in address at least 10 days before the change or move, we shall be held harmless by the client for any rent, room & board or other payments made by People's Choice on the Clients behalf.
4. Special funds request will be mailed on the Wednesday following the week of the request. Exceptions to the above will be made only in the case of homelessness or medical emergency.
5. People's Choice will make no advances or loans.
6. The Client must notify People's Choice if they become employed in writing, therefore we can accurately report this information to the Social Security Administration. I understand if I fail to notify People's Choice, then I will be responsible for any overpayment and People's Choice will not be liable.
7. **The Client agrees to remain with People's Choice for a minimum period of 12 months or an Early Termination Charge will be incurred of \$45.00 per month x number of months remaining if shorter than 12 months.**
8. **People's Choice will charge a 7% administrative fee for any and all Economic Impact payments/Stimulus payments we receive now or in the future.**



The Client acknowledges that People's Choice assumes no responsibility or liability to the Client or others in making disbursements provided the disbursements are made in accordance with the written instructions of the Client and or within the Social Security Administration Guidelines for Representative Payees and other legal or regulatory requirements.

***This agreement shall remain in force for a period 12 months from the date of execution and shall be automatically renewed unless cancelled by the Client with written 30-day notice.***

People's Choice reserves the right to provide a Client cancellation notice to Social Security at any time.

CLIENT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

\*Client fees are regulated by Social Security and subject to change without notice. ***Revised***  
***4/28/2021***



**PEOPLE'S CHOICE PAYEE SERVICES INC.**

**2302 Parklake Drive, Suite 510 Atlanta, GA 30345**

**Disability Questionnaire**

1. Have you worked for someone in the past three years? Yes No. If yes where, please give date.

Work began-

Work ended-

Monthly earnings -

2. Have you attended any school or work training in the last three years? Yes or No

3. In the last three years to present have you discussed whether you can work or not work?

- I have not discussed if I can work.
- My doctor told me I cannot work.
- I can work.

Check which best describe your health now as compared to three years ago.

a. Better

b. Same

c. Worse

- b. Have you to a doctor or clinic for treatment including evaluations, checkups, counseling, prescriptions or medicine? If yes when and where.

- c. Have you been hospitalized or had surgery in the past three years? Yes or No

- d. if you answered yes to Item C please list reason for hospitalization or Surgery.

Client signature\_\_\_\_\_

Date\_\_\_\_\_



## **People's Choice** **List of Client Payments**

<p>Name: _____ Address: _____ _____ _____ Account #: _____ Phone #: _____ Amount: \$ _____ Date Due: _____ <p style="text-align: center;">Begin ASAP</p></p>	<p>Name: _____ Address: _____ _____ _____ Account #: _____ Phone #: _____ Amount: \$ _____ Date Due: _____ <p style="text-align: center;">Begin ASAP</p></p>
<p>Name: _____ Address: _____ _____ _____ Account #: _____ Phone #: _____ Amount: \$ _____ Date Due: _____ <p style="text-align: center;">Begin ASAP</p></p>	<p>Name: _____ Address: _____ _____ _____ Account #: _____ Phone #: _____ Amount: \$ _____ Date Due: _____ <p style="text-align: center;">Begin ASAP</p></p>
<p>Name: _____ Address: _____ _____ _____ Account #: _____ Phone #: _____ Amount: \$ _____ Date Due: _____ <p style="text-align: center;">Begin ASAP</p></p>	<p>Name: _____ Address: _____ _____ _____ Account #: _____ Phone #: _____ Amount: \$ _____ Date Due: _____ <p style="text-align: center;">Begin ASAP</p></p>
<p>Name: _____ Address: _____ _____ _____ Account #: _____ Phone #: _____ Amount: \$ _____ Date Due: _____ <p style="text-align: center;">Begin ASAP</p></p>	<p>Name: _____ Address: _____ _____ _____ Account #: _____ Phone #: _____ Amount: \$ _____ Date Due: _____ <p style="text-align: center;">Begin ASAP</p></p>

Personal Allowance Amount: \$ \_\_\_\_\_  
Case Manager: \_\_\_\_\_

How Often: \_\_\_\_\_  
Date: \_\_\_\_\_



Please provide a clear and legible copy of the below documentation.

- Copy of Social Security Card
- Copy of Birth Certificate
- Copy of current state-issued ID