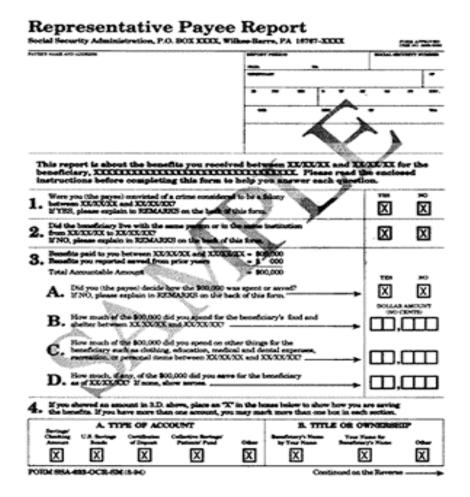
INCOME AND EXPENSES WORKSHEET

Month and Year	Amount of Social Security or SSI Benefits Received	Expenses for Food and Housing	Expenses for Clothing, Medical/Dental, Personal Items, Recreation, Miscellaneous
Totals for Report Period	\$	\$Put this figure on line 3B of the Form SSA- 623	\$Put this figure on line 3C of the Form SSA-623
Show the total amount of any benefits you saved for the beneficiary, including any interest earned.			\$ Put this figure on line 3D of the Form SSA 623



Keeping Records

As a representative payee, you're responsible for keeping records and reporting on the use of benefits by completing a Representative Payee Report (Form SSA-623, SSA-6230 or SSA-6233). You should keep these records for two years from the time you complete the form. A <u>sample form</u> is shown below. The appropriate form will be mailed to you about once a year.

You must complete the report even if you are a legal guardian; the accounting you make to the court cannot be substituted. However, much of the information may be the same.

You may choose to use the <u>worksheet in this booklet</u> to help you keep track of your expenditures. Space is provided for 11 monthly entries. When you need to fill out the Representative Payee Report, you can add the amounts in each column of your worksheet and put the totals on the accounting form. If you need additional worksheet space, call Social Security for another copy of the worksheet.