

Revisions to Form CMS-L564 (OMB 0938-0787) Request for Employment Information

This form was updated to add “Medicare” to the title of the form. An introduction page has been added to explain who should use this form, how to submit it, how to get help with completing the form, and how to get information in another format. Section headings A and B have been added to clearly specify which questions should be completed by the applicant (the top of the form) and which should be completed by the employer (questions 1-5 and the signature).

Changes

Updated Form	Original Form	Reason for Change	Burden Effect
<p>Page 1:</p> <p>Form title: Medicare <i>Request for Employment Benefit Information</i></p> <p>Reformatted introduction page.</p> <p>The paragraph explaining the purpose of the form has been updated based on OC’s plain language suggestion, and SSA’s feedback on the plain language suggestion.</p> <p>Information on how the applicant can get help in another format</p>	<p>Page 1:</p> <p>Form title: <i>Request for Employment Information</i></p> <p>Information on how the applicant can get help in another format is a footnote.</p> <p>There isn’t a privacy statement on the front page, or anywhere on the form.</p> <p>PRA disclosure statement is not on the introduction page.</p>	<p>Per Office of Communications’ (OC) plain language suggestion, the title is being updated to specify that this request for retirement benefit information is a Medicare request.</p> <p>This form format is being updated to mirror the format of other recently updated Medicare Part A and B enrollment forms.</p> <p>Going forward, all renewed Medicare A/B forms will include a privacy statement.</p>	<p>N/A</p>

<p>is in the body of the page's content.</p> <p>The privacy statement is on the front page.</p> <p>PRA disclosure statement is on the introduction page.</p>			
<p>Page 2:</p> <p>Removal of possessiveness from nouns in Section A. For example, employer name and applicant name, instead of employer's name and applicant name.</p> <p>No PRA disclosure statement.</p>	<p>Page 2:</p> <p>Possessiveness in nouns in Section A. PRA Disclosure Statement is on the page with the applicant/employer questions.</p> <p>N/A</p>	<p>Page 2:</p> <p>Removed "'s" per OC's plain language suggestion.</p>	N/A
<p>Page 3: No Step-by-step instructions page.</p>	<p>Page 3: Step-by-step instructions page.</p>	<p>Page 3: Per OC's suggestion, the step-by-step page is not necessary if it doesn't provide additional info, context, or instructions to what's already asked in the questions of the application. The step-by-step page on the original form does not provide additional info. The page count on the updated form</p>	N/A

		is reduced from 3 pages to 2 pages.	
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