

# SUNSHINE PAYEE CORPORATION

## REPRESENTATIVE PAYEE CONTRACT

I, \_\_\_\_\_ (client name) hereby appoint SUNSHINE PAYEE CORPORATION (Sunshine) to be my designated Representative Payee for my social security benefits. Sunshine shall receive my benefits and be responsible for paying my financial obligations to the extent that there are available funds in my account. The client agrees to pay a FEE of \$54.00\* per month to Sunshine.

Sunshine will pay Rent and Utilities (or Room & Board) and other bills directly to the service provider. Sunshine will provide weekly personal needs via check or debit card to the Client to the extent that Sunshine has client funds available to do so. Sunshine shall provide all designated Representative Payee services as prescribed by law or regulation.

The Client agrees to the following:

1. Sunshine will make all payments by check and will mail by US Postal Service First Class Mail only.
2. All checks will be mailed weekly for that week. (Exceptions include Holidays & Emergencies) All rent checks will be mailed out on the 3<sup>rd</sup> of the month.
3. The Client must notify Sunshine in writing of any changes in address. If the Client fails to notify Sunshine in writing of any changes in address at least 10 days before the change or move, Sunshine shall be held harmless by the client for any rent, room & board or other payments made by Sunshine on the Clients behalf.
4. Extra fund requests need to be submitted by Wednesday at noon, in order to be mailed on the Client's check for the following week. Exceptions to the above will be made only in the case of homelessness or medical emergency.

The Client acknowledges that Sunshine 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.

CLIENT: \_\_\_\_\_ DATE: \_\_\_\_\_  
(Signature)

\*Client fees are regulated by Social Security and subject to change without notice.