

WAGE REPORTING FACT SHEET

WHAT YOU SHOULD KNOW

If you are a Social Security disability beneficiary and receive Supplemental Security Income (SSI), Social Security Disability Insurance (SSDI) benefits or both, and you have returned to work, you are required to report your wages to the Social Security Administration (SSA).

WAGE REPORTING BASICS

When you start a new job, you must notify SSA and provide them with the following information:

- Your name and Social Security number
- Name of your employer
- Number of hours you work each week
- Hourly rate
- Date you began working

You are also required to notify SSA when:

- Your pay and hours increase or decrease
- Your job ends or you get a new job

Timely reporting helps ensure that your benefits are paid correctly and reduces the chance of overpayment. If you need to find your nearest SSA Field Office, visit <https://secure.ssa.gov/ICON/>.

TIPS FOR REPORTING WAGES

The following tips may be helpful when reporting your wages to SSA:

- Be sure to report all monthly wages each month.
- If you have more than one job, include wages from all jobs. If you report wages online, be certain to report each job separately.

- If you are mailing, faxing or taking your paystubs to an SSA office, write your Social Security number on each of the paystubs, make copies and keep the copies in a safe place.
- SSA is required by law to provide you with a receipt regardless of how you report. If they do not send or give you one, request a receipt confirming you have provided proof of your wages. Keep the receipt in a safe place. If you are overpaid, the receipt may help you.
- If you are reporting self-employment, you will need to contact the SSA office at 1-800-772-1213 (TTY 800-325-0778).

WHEN AND HOW TO REPORT EARNINGS

Reporting methods may differ depending on the type of benefit you receive. It is important to report your earnings monthly, based upon the benefit you receive:

Supplemental Security Income (SSI)

- The best way to report your earnings is by either using the SSI Telephone Wage Reporting (SSITWR) automated phone system at 866-772-0953, or by using the SSI Mobile Wage Reporting (SSIMWR) app at <http://bit.ly/1LZRSF7>. Choose a day in the first six days of the month to report. Early reporting helps prevent incorrect SSI payments. If you miss reporting your earnings during the six-day period, you can still report at any time during the month. You can also sign-up for email or text reminders to report SSI monthly wages at <https://www.ssa.gov/ssiwagereporting/>.
- If you do not use the SSITWR or SSIMWR, then fax, visit or mail paystubs to your local SSA office. If you have receipts for disability-related items or services needed to work, include these as well. Keep copies for your records. Report wages as soon as you receive your last paycheck each month; preferably, report wages no later than the sixth day of the following month.

Social Security Disability Insurance (SSDI)

- Report earnings each month to SSA through a *my* Social Security account. To create a new account, or to access a current account, visit www.ssa.gov/myaccount. When you first report using a *my* Social Security account, you must have the Employer's Identification Number (EIN). The EIN may appear on paystubs and W-2 forms, or you may need to ask your employer.

If using this method, mail or visit your local SSA office and provide a copy of your first paystub requesting that the EIN be added to the SSAMYACCOUNT portal.

- If you are not able to use the *my* Social Security account, fax, mail or take paystubs to your local SSA office. Make an appointment in advance, if possible. If you have receipts for disability-related items or services needed to work, include these with the paystubs you send to SSA.

If You Receive Both SSDI and SSI Benefits

Always remember to report to **both** programs. Earnings affect each benefit differently. You can choose one of the following two options:

1. Use the *my* Social Security account to report your earnings to the SSDI program, and use either the automated phone system or free wage reporting mobile app to report your earnings to the SSI program.
2. Fax or make copies of all paystubs, and take or mail them to your local SSA office. Make one copy for the SSDI program and one copy for the SSI program. Keep a copy for your records.

IF YOU DO NOT KNOW WHICH BENEFIT YOU RECEIVE

Contact the Ticket to Work Helpline at 1-866-968-7842 or 1-866-833-2967 (TTY) to obtain information about what type of benefit you are currently receiving from SSA. You can also open a *my* Social Security account at www.ssa.gov/myaccount to verify which benefit you receive.