

# 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, you are required to report your wages to the Social Security Administration (SSA).

Timely reporting is important so that your benefits are paid correctly and reduce the chance of [overpayments](#). An overpayment occurs when Social Security has paid you more than you should have been paid in accordance with the rules of your benefits.

You will need to know what benefit you receive so that you know the reporting method(s) available. Some people receive more than one benefit.

Understanding how working affects your benefits and how to report your earnings can make a big difference in your transition to work.

## 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](http://www.ssa.gov/myaccount) to verify which benefit you receive or you can contact Social Security at 1-800-772-1213.

## WHEN TO REPORT WAGES

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
- The date you began working.

While you are working, you are also required to notify them:

- When your pay and hours increase or decrease

- When your job ends or you get a new job
- Of all monthly wages each month, by the sixth day of the following month
- Of wages from all jobs if you have more than one job. If you report wages online, be certain to report each job separately.

If you are reporting self-employment, you will need to contact the SSA office at 1-800-772-1213 (TTY 800-325-0778).

## HOW TO REPORT EARNINGS

Report your earnings monthly or as directed by Social Security. Reporting methods may differ depending on the type of benefit you receive.

### Social Security Disability Insurance (SSDI) and/or Supplemental Security Income (SSI) wage reporting options:

1. If you receive SSDI or SSI, or are the representative payee for someone receiving these benefits, you may be able to report wages through the My Social Security online reporting service. To report wages online, you must create a “My Social Security” account at [www.ssa.gov/myaccount](http://www.ssa.gov/myaccount).

When you first report using this method, you must have the Employer Identification Number (EIN) for your employer. The EIN may appear on paystubs and W-2 forms or you may need to ask your employer. If this is a new employer, you must telephone SSA to ask them to add the EIN number to your My Social Security account so that you can use online reporting. This method issues you a receipt for your work report. If you have already reported work to SSA for this employer, you can begin adding wages. If you are using supports which decrease the wages SSA counts, like impairment-related work expenses, you cannot use this method of reporting, **OR**

2. Fax or mail paystubs to your local SSA office.
  - Hand delivering copies at your local SSA office may not be possible at this time due to COVID-19.
  - If you have receipts for disability-related items or services (IRWEs) needed to work, include these with the paystubs you send to SSA.
  - Write your Social Security number on each of the paycheck stubs, make copies and keep your copies in a safe place with any SSA notices.

If you need to find your nearest SSA Field Office’s mailing address or fax number, visit <https://secure.ssa.gov/ICON/>. You can also find their telephone number and TTY number at this link.

## Supplemental Security Income (SSI) only Additional Wage Reporting Options:

1. SSI Telephone Wage Reporting phone system at 866-772-0953, or
2. If you have a smartphone, you may report using the SSI Mobile Wage Reporting app at <http://bit.ly/1LZRSF7>.
  - You can sign up for email or text reminders to report monthly wages for SSI at <https://www.ssa.gov/ssiwagereporting>.

Although these options are available, Social Security prefers that you report your wages through the My Social Security online wage reporting service whenever possible.

## Reporting Options If You Receive Both SSDI and SSI Benefits

You will need to report to both programs within Social Security. Earnings affect each benefit differently. You can choose from the options listed under the subsection “Social Security Disability Insurance (SSDI) and/or Supplemental Security Income (SSI) Wage Reporting Options.”

## If You Are Self-Employed

If you are self-employed, please contact your local Social Security office for further instructions.

## RECORD KEEPING

- If you are mailing or faxing your paycheck stubs to the SSA office, make copies and keep your copies in a safe place.
- SSA is required by law to provide you with a receipt no matter how you report. If they do not send or give you one, request the receipt confirming you have provided proof of your wages. Keep the receipt in a safe place. If you are overpaid by SSA, the receipt may help you.

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