

(Beneficiary Name (as written on SSA Card) and Phone Number)

(Address: Street, City, State, Zip Code)

Social Security Administration

(Local SSA Office Address: Street, City, State, Zip Code)

Program:

Re: Reporting Wages

My name is _____, I live at _____ and my phone number is _____.
Additional comments: _____.

*My Representative Payee (*if applicable*) is _____. Their address is _____. Their phone number is: _____. Additional comments: _____.

My Social Security Number is _____ and I currently receive

Additional comments:

I am currently working at _____, located at _____. Their phone number is _____. My supervisor is _____. Additional comments: _____.

I require the following supports, totaling _____ in order to earn income:

- _____
- Please see attached document titled Impairment Related Work Expenses for more detailed information. Please deduct the IRWEs and other work supports/expenses listed when you consider the work activity that I am reporting.

*Please note that _____. I regularly attend _____ and may be eligible for the Student Earned Income Exclusion. Additional comments: _____.

During the month of _____, my total gross wages earned were _____. Attached are the paystub receipts dated _____. Additional comments: _____.

Please note that the following was included in my gross wages, but should not be counted towards my countable income because they do not represent my work effort/productivity (if none noted, does not apply):

- Sick Day & Vacation Pay: _____.
- Bonus & Incentive Pay Unrelated to Personal Productivity: _____.

Please post the earnings received each month. Please do not estimate wages over a period of time. The money received from _____ plus earned income received each month are crucial to the support of food, shelter and utilities. Please return a receipt of submission to my address listed above.

Attached, please find paystubs and documentation of Work Supports (i.e. IRWEs).

If there are any questions, please contact _____ through the contact information provided above.

Sincerely,
