

# Reporting Wages to SSA:

## Instructions

### Requirements:

- ✓ If you are receiving SSDI and/or SSI benefits and you are working, you **must** report **all** wages to the Social Security Administration (SSA).
  - Report your wages as soon as you receive your last paycheck for the month and **no later** than the 6<sup>th</sup> of the following month.
- ✓ If you receive both SSI and SSDI, you must report to **both** programs.
  - Make sure you report to the correct field office (determined by your zip code)
- ✓ If you are reporting Self-Employment income, you will need to contact the SSA office at 1-800-772-1213 (TTY 800-325-0778)

### Best Practice Tips:

- ✓ The first time you are reporting wages, make an appointment at your local office, so you can familiarize yourself with the appropriate Claims Representative.
- ✓ **Always** submit documentation for SSA allowable expenses that can reduce your countable income.
  - List all your applicable IRWEs, Special Conditions, Subsidies, Unincurred Business Expenses.
  - Include the amount(s) you deposit into a PASS (Plan to Achieve Self Support) Plan and/or an ABLE (Achieving a Better Life Experience Act) Account.
- ✓ If you mail, fax, or take your paycheck stubs to the local SSA office, make copies and keep the copies in a safe place.
- ✓ SSA is required by law to provide you with a dated receipt no matter how you report your wages. If they do not send or give you one, request the receipt confirming you have provided proof of your wages. Keep copies of these receipts in a safe place.

### If you are receiving SSDI benefits:

- Report online via “my Wage Report (*myWR*)” on “my Social Security” ([ssa.gov/myaccount](https://ssa.gov/myaccount))
  - The first time submitting earnings, you **must** visit or mail/fax your documentation to the local SSA office.
  - Report wages from multiple jobs separately.
  - If you receive both SSDI and SSI, you are encouraged to use *myWR* over other automated reporting options.
- Visit the local SSA office with your paystubs
  - Make an appointment at your local office before going in.
- Mail/fax your paystubs to the local SSA office

### If you are receiving only SSI benefits:

- Use any of the methods above
- SSI Telephone Wage Reporting (SSITWR) automated phone system  
1.866.772.0953
- SSI Mobile Wage Reporting (SSIMWR) app at [ssa.gov/ssi/spotlights/spot-telephone-wage.htm](https://ssa.gov/ssi/spotlights/spot-telephone-wage.htm)
- You can sign up for email or text reminders to report monthly wages from SSA at [ssa.gov/ssiwagereporting](https://ssa.gov/ssiwagereporting)

### Reporting Wages Template Instructions:

If you prefer to report your wages vial fax or mail, feel free to use NDI’s **Reporting Wages Fillable Template**.

- ✓ *If using the PDF template, edit any parts* that say “Click here to enter text,” or “Choose an item,”. Follow the instructions in the description for each section.
- ✓ *If using the Word template, enter your information and delete any parts* that are not applicable to your situation.
- ✓ Save each month’s letter, along with copies of your receipts, as a separate document.