

Reporting and Record Keeping for Supplemental Security Income (SSI)

Work Incentives Connection Fact Sheet #2.1

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Congratulations on your job! You are responsible for keeping Social Security informed about any work you are doing. Here are some tips to help make reporting and recordkeeping easier for you.

When to Report

Contact Social Security whenever you:

- Start or stop a job
- Get a raise
- Significantly increase or decrease work hours
- Earn enough that you believe SSI should stop
- Are asked by Social Security to contact them

What You Will Need:

Social Security will want the following information:

- Your Social Security number
- The spelling of your first and last name
- Employer information - company's name, address and phone number
- How much you make per hour
- How many hours you plan to work
- How often you get paid – weekly, every other week, twice a month, etc.

How to Count Your Earnings:

- SSI wants to know your total gross monthly wages before any taxes or deductions
- You can calculate this number by adding up the gross amount of all of your paychecks received each month.
- Circle your pay days in your Connection tracking calendar so you know how many paychecks you will receive each month.
- Using your Connection tracking calendar will help you figure the correct amount of monthly wages to report to Social Security.

How to Report Your Earnings:

- Call your local Social Security office
- Ask to talk to your assigned SSI Claims Specialist. Write down their extension number for future use.
- Ask your Claims Specialist how and when you should report your wages. You may be asked to do one of the following:
 - Use the SSI Telephone Wage Reporting system. You will be sent a packet of information from Social Security on how to do this.
 - Use the Mobile Wage Reporting App.
 - Mail copies of your check stubs at the beginning of the following month
 - Fax your check stubs the beginning of the following month
- Write your Social Security number on each paystub you send or fax to Social Security.
- Write down the date and what your Claims Specialist asks you to do and then make sure you follow this plan for reporting.
- Ask for a receipt any time you report your work directly to your local Social Security office.

Other Information to Tell Social Security:

- Report any medication co-pay costs you pay out of your own pocket, any special transportation costs or mileage for a modified vehicle you take to and from work.
- Save the receipts for these expenses
- Record the amount you spend for these costs monthly in your SSI tracking calendar.

Report work to all your other benefit providers, including the county and subsidized housing since these agencies do not share earnings information with each other. Each of these agencies may count your wages differently.

Recordkeeping Tips:

- Keep a phone log (see attached) - write down each call you make to report work, including:
 - Date you called
 - Who you talked to and their phone number
 - What you told them and
 - What they told you
- Save all your pay stubs in your permanent records. Give copies to Social Security when they request them.
- Keep all paystubs, phone logs, receipts and you Connection's tracking calendar in a safe place where you can easily find them.

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**For more information, call the Work Incentives
Connection:**

**651-632-5113 or 1-800-976-6728 or
(Minnesota Relay – 711)**

www.mnworkincentives.com

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