

Reporting Work 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. Reporting work timely will help you avoid overpayments.

Here are some tips to help make reporting and recordkeeping easier for you.

When to Report your Earnings

Contact Social Security whenever you:

- Start a job
- 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

You can sign up for email or text reminders to report your work. Sign up by going to this website:

<https://www.ssa.gov/benefits/ssi/wage-reporting.html>

What You Will Need

Social Security will want the following information:

- Your Social Security Number (SSN).
- Spelling of your first and last name.
- Employer information - company's name, address and phone number, the Employer Identification Number (EIN) if you know it.
- Hourly pay.
- Number of hours you work.
- How often you get paid – weekly, every other week, twice a month, etc.

How to Count Your Wages

- SSI counts gross monthly wages (before any taxes or deductions).
- To get your total monthly wages, add the gross amount of all your paychecks received each month.
- Circle your pay days on a calendar so you know how many paychecks you will receive each month.

How to Report Your Earnings

- Call your local Social Security office.
- Ask to talk to your assigned SSI Claims Specialist – get their phone extension and unit number.
- Discuss the best way to report work.
- **Use only one method of reporting.**
- Reporting option 1 or 2 keeps SSI record most current. **See reporting options below.**

1. SSI Telephone Wage Reporting

- Call your local SSA office to get set up.
- Social Security will send a packet of information with a designated phone number and directions on how to use.
- Report total gross monthly wages by the 6th of the following month.
- Call from a quiet place and speak clearly.
- Option not available if you have more than one employer, are using work incentives or have deemed income from a parent or spouse.

2. SSI Mobile Wage Reporting App

- Download app on mobile device.
- Call your local SSA office to get set up and get employer info entered in their system.
- Once employer is entered start reporting work each month via the app.
- Report total gross wages by the 6th of the following month.
- Option not available if you have more than one employer, are using work incentives or have deemed income from a parent or spouse.

3. Mail or Fax copies of check stubs to local SSA office

- If you know your SSI Claims Specialist, address envelop or fax with their name or unit number
- Keep your original pay stubs.
- Put your SSN on all check stubs.
- Send all check stubs at the end of the month.

4. Visit local SSA office to drop-off of check stubs
- If you know your SSI Claims Specialist include their name or unit number.
 - Keep your original pay stubs.
 - Put your SSN on all check stubs
 - Drop off all check stubs by end of the month.

After reporting work to SSI you will receive a letter documenting your report of work.

If you did not report wages the month following when your wages were received, mail copies to your local Social Security office.

Other Information to Tell Social Security:

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

Report work to ALL your other benefit providers

- Social Security cannot share information with your other benefit providers. Be sure to report work separately to:
 - Your county financial worker or team
 - Your housing provider
- Note: Each agency may count 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
- What they told you

Keep all paystubs, phone logs, receipts and your tracking calendar from the Connection 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

www.mnworkincentives.com

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