

## HOW TO REPORT

There are three ways to report:

1. **PHONE** Social Security and explain the change.

Telephone Number ( \_\_\_\_\_ ) \_\_\_\_\_  
(Area Code)

2. **VISIT** Social Security

3. **MAIL** this form to Social Security. Make sure you fill in:

- **NAME** of person(s) the report is about
- The correct **CLAIM NUMBER** under which the benefits are payable
- Whether the person(s) also receives **SSI** or **Black Lung** benefits.
- **WHAT** is being reported
- **DATE** it happened
- Your **SIGNATURE** and **ADDRESS**

If you mail your report, please use this reporting form and send it to the nearest Social Security office.

**NOTE:** REMEMBER TO TELL US WHEN YOU MOVE, EVEN IF YOUR MAILING ADDRESS FOR CHECKS HAS NOT CHANGED.

## WHAT TO REPORT

The law Sections 202, 203, and 205 of the Social Security Act, as amended (42 United States Code 402, 403, and 405.) required you to promptly report certain changes in your circumstances which could affect your continuing eligibility to benefits or your benefit amount. The kinds of changes you must report to Social Security are listed on the reverse side of this form. The booklet, "Your Social Security Rights and Responsibilities," tells more about reporting changes. If you do not have this booklet or if you want help in making a report, get in touch with any Social Security office. The people there will be glad to help you.

## FAILURE TO REPORT

If you do not report changes in your circumstances, you may not be paid some, or all, of the benefits due you. Or, you may be overpaid, in which case, you will have to pay back any benefits you received that were not due you.

If you hide or do not report a change with the intent to fraudulently get more benefits or benefits not due you, you may be fined, imprisoned, or both per Section 208 of the Social Security Act.

## CONFIDENTIAL INFORMATION

The information you give on this form will be used to determine if you are still eligible for Social Security benefits and to make sure the amount of your benefit is correct. Under certain limited conditions authorized by law or regulation, Social Security may disclose this information to another individual or government agency in order to:

- assist Social Security in establishing the right of an individual to Social Security benefits and/or the amount of the benefits;
- facilitate statistical research and audit activities necessary to assure the integrity and improvement of the programs administered by Social Security; and
- comply with Federal laws requiring the exchange of information between Social Security and another agency (such as the General Accounting Office and the Veterans Administration).

We may also use the information you give us when we match records by computer. Matching programs compare our records with those of other Federal, State, and local government agencies. Many agencies may use matching programs to find or prove that a person qualifies for benefits paid by the Federal government. The law allows us to do this even if you do not agree to it.

Explanations about these and other reasons why information you provide us may be used or given out are available in Social Security offices. If you want to learn more about this, contact any Social Security office.

*See Revised PRA Attached*  
**PAPERWORK REDUCTION ACT**

~~Paperwork Reduction Act Statement - This information collection meets the requirements of 44 U.S.C. § 3507, as amended by Section 2 of the Paperwork Reduction Act of 1995. You do not need to answer these questions unless we display a valid Office of Management and Budget control number. We estimate that it will take about 5 minutes to read the instructions, gather the facts, and answer the questions. **SEND THE COMPLETED FORM TO YOUR LOCAL SOCIAL SECURITY OFFICE.** The office is listed under U. S. Government agencies in your telephone directory or you may call Social Security at 1-800-772-1213. You may send comments on our time estimate above to: SSA, 1338 Annex Building, Baltimore, MD 21235-6401. Send only comments relating to our time estimate to this address, not the completed form.~~

**Use this form only when there is a change to report to Social Security**

## REPORTING CHANGES THAT AFFECT YOUR SOCIAL SECURITY PAYMENT

USE THIS FORM ONLY WHEN THERE IS A CHANGE TO BE REPORTED

PRINT NAME OF PERSON OR PERSONS ABOUT WHOM REPORT IS MADE

SOCIAL SECURITY CLAIM NUMBER ON WHICH BENEFITS ARE PAID

LETTER

You should include the letter or letter and number A, B, B2 C, C1, D, E, F, or H.

Your report cannot be processed without the correct claim number.

DO YOU GET SSI BENEFITS? (Check one)

YES  NO

1.  CHANGE OF ADDRESS (Print new address at bottom)

If Social Security sends your payments to your financial organization, do you want this to continue?

YES  NO

2.  WORKING AND WILL EARN OVER THE EXEMPT AMOUNT FOR 2004?

If you are under Full Retirement Age (FRA), your exempt amount is \$11,640 (\$970 a month). If you reach FRA in 2004, your exempt amount is \$31,080 (\$2,590 a month).

a. I work for wages of more than \$970 (under FRA) or \$2,590 (year you reach FRA) a month or performing substantial services in self-employment beginning with the month of \_\_\_\_\_

COMPLETE BOTH BOXES

b. I estimate that my total earnings for this taxable year will be \_\_\_\_\_

MONTH AND YEAR

AMOUNT

\$

3.  STOPPING WORK OR LIMITING EARNINGS FOR 2004:

a. The last month I worked for wages of more than \$970 (under FRA) or \$2,590 (year you reach FRA) or performed substantial services in self-employment was \_\_\_\_\_

COMPLETE BOTH BOXES

b. I estimate that my total earnings for this taxable year will be \_\_\_\_\_

MONTH AND YEAR

AMOUNT

\$

4.  CHANGE IN ESTIMATE:

I estimate that my total earnings for this taxable year will be \_\_\_\_\_

AMOUNT

\$

5.  CHECK if you are self-employed, an officer of a corporation, or related to an officer of a corporation.

6.  DEATH

DATE OF DEATH: \_\_\_\_\_

7.  DIVORCE

DATE OF DIVORCE: \_\_\_\_\_

8.  ANNULMENT

DATE OF ANNULMENT: \_\_\_\_\_

9.  MARRIAGE (Place of Marriage) (City, County & State)

DATE OF MARRIAGE (MO., DAY, YR.) \_\_\_\_\_

PRINT NEW LAST NAME \_\_\_\_\_

CHECK if spouse is now receiving Social Security benefits

IF SPOUSE RECEIVES SOCIAL SECURITY BENEFITS, FILL IN SPOUSE'S NAME \_\_\_\_\_ SPOUSE'S CLAIM NUMBER \_\_\_\_\_

LETTER \_\_\_\_\_

10.  GOING OUTSIDE THE U.S. FOR 30 CONSECUTIVE DAYS OR LONGER

NAME OF COUNTRY TO WHICH GOING \_\_\_\_\_

DATE GOING \_\_\_\_\_

DATE EXPECT TO RETURN \_\_\_\_\_

11.  CHILD OR OTHER CLAIMANT FOR WHOM YOU RECEIVE BENEFITS IS NO LONGER IN YOUR CARE OR OTHERWISE CHANGED ADDRESS.

DATE LEFT YOUR CARE \_\_\_\_\_

12.  CONFINEMENT OR IMPRISONMENT

Confinement in a jail, prison, or other penal institution or correctional facility, based on a conviction. Confinement in an institution by court order as a result of certain criminal cases. →

DATE OF CONFINEMENT (MONTH, DAY, YEAR) \_\_\_\_\_

13.  GOVERNMENT PENSION OR ANNUITY

a. I began receiving a government pension or annuity from the Federal government or any State or any political subdivision or my present payments have changed beginning with the month of \_\_\_\_\_

COMPLETE BOTH BOXES

b. The amount of government pension or annuity I receive is or has been changed to \_\_\_\_\_

MONTH AND YEAR

MONTHLY AMOUNT

\$

14.  RECEIPT OF A PENSION OR ANNUITY BASED ON MY EMPLOYMENT AFTER 1966 NOT COVERED BY SOCIAL SECURITY, OR MY PENSION OR ANNUITY, STOPPED.

BEGINNING DATE

ENDING DATE

MONTH/YEAR

MONTH/YEAR

SIGNATURE OF PERSON MAKING THIS REPORT

DATE SIGNED \_\_\_\_\_

NUMBER AND STREET, APARTMENT NO., P.O. BOX, OR RURAL ROUTE

IS THIS A NEW ADDRESS?

Yes  No

NAME OF COUNTRY, IF ANY, IN WHICH YOU LIVE \_\_\_\_\_

CITY, STATE

ZIP CODE

TELEPHONE NUMBER WHERE WE CAN REACH YOU (INCLUDE AREA CODE)

***The following revised PRA Statement will be inserted into the form at its next scheduled reprinting:***

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