

Social Security Administration

Supplemental Security Income

Important Information

Office address:

Street address:

City, State, Zip Code

Telephone Number:

(999) 999-9999

Representative payee name for (SSI recipient)

Street address where payee gets mail

City, State, Zip code

Date:

Social Security Number:

888-88-8888

You are the representative payee for the person named above. Our records show that this person works and gets Supplemental Security Income (SSI). You can now report the wages for this person to us each month by using our new self-help phone line.

We have included a compact disc (CD) and instructions with this letter to help you to begin to use the new phone line. You can watch and listen to the CD using any computer.

To use the new phone line, please call our toll free number at **1-866-772-0953** on one of the first six days of each month. We can only take calls during the first 6 days of the month to report wages received in the prior month. If you use the new self-help phone line, you will not need to mail, fax, or bring proof of wages to the local Social Security office. By using the self-help phone line, you will save paper, postage, and time.

Remember, if you do not call during the first 6 days of the month, you must still report wages to Social Security by contacting your local Social Security office.

If you have any questions, or if you have any difficulties using the self-help phone line you may call, write, or visit your local Social Security office. If you call or visit our office, please have this letter with you. If you plan to visit an office, you may call 1-800-772-1213 ahead of time to make an appointment. This will help us serve you more quickly when you arrive at the office.

Signature

Name

Title

Enclosures

SSI Telephone Wage Reporting Participant Training CD FY 2011

Pub # 17-017