Supplemental Security Income Telephone Wage Report -Instructions

Beneficiaries, deemors and representative payees reporting a change in wages can report their monthly wages to SSA by telephone. These instructions explain what beneficiaries, deemors, and representative payees need to do in order to use the SSA phone system to report monthly wages. Using the following charts to help you calculate your monthly wages is voluntary. Beneficiaries, deemors and representative payees who would rather not report wages by telephone can use traditional reporting methods such as mailing or bringing paystubs into their local Social Security office. Monthly telephone reporters who experience technical difficulties should contact their local field office for assistance.

When you should call to report wages

Please report wages during the first six days of the month to help prevent an incorrect SSI payment. You can choose which of the 6 days to call. If you miss reporting during the 6 day reporting period at the beginning of the month, you can still report the wages over the phone or report to your local Social Security office.

Things you need to have before you to report wages by telephone

- ☑ The **caller's** Social Security number this is the person actually calling to report the wages
- ☑ The Social Security number of the wage earner this is the person working
- ☑ The TOTAL amount of gross wages received by the wage earner. Gross wages are the amount of pay before taxes and other deductions
- ☑ The **caller's** name as it appears on their Social Security card

How to figure the total wages for each month

Fill in the blanks on the attached worksheets. Use your worksheet to report wages when you call the 800 number.

Who is the Wage Earner?

A wage earner is the person who is working and receiving wages or payment for working. You are the wage earner if you are working and you are reporting your own wages. If you are calling to report someone else's wages, then the wage earner is the person whose wages you are reporting.

How to fill-in the worksheet

Date Paid Use Box A to show the date paid (payday). Date Paid is the date (Month, Day, Year) the wage earner is paid (pay day).

Gross Wages

Use Box **B** to show the gross amount of wages.

Enter dollars and cents (\$ X,XXX. cc).

Use the wage earner's pay stub to find the gross wages. Gross wages are the amount of pay before taxes and other deductions. Do **not** enter net wages, the amount of take home pay on the paycheck, or the direct deposit amount to your bank. Do **not** enter the total wages for the year, also called the year-to-date (YTD) amount.

Use a Separate Line for Each Pay

You should fill-in a line for each pay date in a month.

If the wage earner is paid $\underline{2}$ times a month, you should fill-in Line 1 and Line 2. If the wage earner is paid $\underline{3}$ times a month, you should fill-in Line 1, Line 2 and Line 3.

If the wage earner is paid $\underline{4}$ times a month, you should fill-in Line 1, Line 2, Line 3, and Line 4.

If the wage earner is paid <u>5</u> times a month, you should fill-in Line 1, Line 2, Line 3, Line 4 and Line 5.

If the wage earner gets an extra check for special pay such as an award, bonus, or unused vacation, or any other reason, use a separate line to enter the pay date and gross wages.

How Wage Earner Paid	Number of Pays a Month
Paid Weekly	4 Pays or 5 Pays
Paid Bi-Weekly (Every 2 Weeks)	2 or 3 Pays
Paid Bi-Monthly	2 Pays
Paid Monthly	1 Pay

Total Gross Wages

Use Box C to enter the total amount of gross wages.

Add together all gross wages in Box **B** for each line where you have wage amounts. This is your total. Put the total in Box C TOTAL.

Please double check that you only include dates and amounts that you received in the month shown at the top of the page.

You are now ready to call in and report total gross wages received.

IMPORTANT: Please be sure to report wages from a quiet location, since background noise may cause the report to fail.

Remember, consistent and timely monthly wage reporting helps prevent SSI overpayments and underpayments.

Call 1-866-772-0953 now and make your report.

Wage Reporting Reminder

You can now sign up for email or text reminders to report monthly wages for SSI at www.socialsecurity.gov/ssiwagereporting.

Paperwork Reduction Act Statement

This information collection meets the requirements of 44 U.S.C. §3507, as amended by section 2 of the <u>Paperwork Reduction Act of 1995</u>. 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.

You may send comments on our time estimate above to: SSA, 6401 Security Blvd., Baltimore, MD 21235-6401. Send <u>only</u> comments relating to our time estimate to this address, not the completed report.

The OMB control number for the Supplemental Security Income Telephone Wage Reporting System and the associated instructions package is 0960-0715; expiration date 06/30/2016.

Supplemental Security Income Wages for October 2013

Wages for OCTOBER

S	Μ	Т	W	Т	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Days to report in NOVEMBER

S	Μ	Τ	W	Τ	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

		BOX A				BOX B				
Line 1	Date Paid:	October	<u>,</u> 2013	Gross Wages:	\$	$\Box,\Box\Box\Box.\Box\Box$				
Line 2	Date Paid:	October	, 2013	Gross Wages:	\$	$\Box,\Box\Box\Box.\Box\Box$				
Line 3	Date Paid:	October	, 2013	Gross Wages:	\$	$\Box,\Box\Box\Box.\Box\Box$				
Line 4	Date Paid:	October	, 2013	Gross Wages:	\$	$\Box,\Box\Box\Box.\Box\Box$				
Line 5	Date Paid:	October	, 2013	Gross Wages:	\$	$\Box,\Box\Box\Box.\Box\Box$				
Line 6	Date Paid:	October	2013 ,	Gross Wages:	\$	$\Box,\Box\Box\Box.\Box\Box$				
	BOX C TOTAL ^{\$}									
	↓ Use the TOTAL Gross Wages from BOX C when you report wages for OCTOBER 2013 Call 1-866-772-0953 now and make your report KEEP PAY SLIPS AND THIS FORM FOR YOUR RECORDS									

Supplemental Security Income Wages for November 2013

Wages for **NOVEMBER**

S	Μ	Τ	W	Τ	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Days to report in **DECEMBER**

S	Μ	Τ	W	Τ	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

		BOX A			BOX B
Line 1	Date Paid:	November	<u></u> , 2013	Gross Wages:	\$ $\Box,\Box\Box\Box.\Box\Box$
Line 2	Date Paid:	November	, 2013	Gross Wages:	\$ $\Box,\Box\Box\Box.\Box\Box$
Line 3	Date Paid:	November	, 2013	Gross Wages:	\$ $\Box,\Box\Box\Box.\Box\Box$
Line 4	Date Paid:	November	, 2013	Gross Wages:	\$
Line 5	Date Paid:	November	, 2013	Gross Wages:	\$
Line 6	Date Paid:	November	2013 ,	Gross Wages:	\$ $\Box,\Box\Box\Box.\Box\Box$
	P	BOX C		OTAL s Wages	\$
<u> </u>					↑

Use the **TOTAL Gross Wages** from **BOX C** when you report wages for NOVEMBER 2013

Call 1-866-772-0953 now and make your report KEEP PAY SLIPS AND THIS FORM FOR YOUR RECORDS

Supplemental Security Income Wages for December 2013

Wages for **DECEMBER**

S	Μ	Т	W	Т	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Days to report in JANUARY 2014

S	Μ	Т	W	Τ	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

		BOX A				BOX B				
Line 1	Date Paid:	December	<u></u> , 2013	Gross Wages:	\$	$\Box,\Box\Box\Box.\Box\Box$				
Line 2	Date Paid:	December	<u>,</u> 2013	Gross Wages:	\$	$\Box,\Box\Box\Box.\Box\Box$				
Line 3	Date Paid:	December	<u></u>	Gross Wages:	\$	$\Box,\Box\Box\Box.\Box\Box$				
Line 4	Date Paid:	December	<u></u> , 2013	Gross Wages:	\$	$\Box,\Box\Box\Box.\Box\Box$				
Line 5	Date Paid:	December	<u></u> , 2013	Gross Wages:	\$					
Line 6	Date Paid:	December	2013 ,	Gross Wages:	\$	$\Box,\Box\Box\Box.\Box\Box$				
	E	BOX C		DTAL s Wages	\$					
	↓ Use the TOTAL Gross Wages from BOX C when you report wages for DECEMBER 2013 Call 1-866-772-0953 now and make your report KEEP PAY SLIPS AND THIS FORM FOR YOUR RECORDS									
	Γ	EEP PAIS	DLIPS /	AND IH	15 r	ORM FOR YOUR RECORDS				

Supplemental Security Income Wages for January 2014

Wages for JANUARY, 2014

S	Μ	Τ	W	Τ	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Days to report in FEBRUARY

S	Μ	Т	W	Т	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

		BOX A				BOX B					
Line 1	Date Paid:	January	2014 ,	Gross Wages:	\$	$\Box,\Box\Box\Box.\Box\Box$					
Line 2	Date Paid:	January	, 2014	Gross Wages:	\$	$\Box,\Box\Box\Box.\Box\Box$					
Line 3	Date Paid:	January	2014 ,	Gross Wages:	\$	$\Box,\Box\Box\Box.\Box\Box$					
Line 4	Date Paid:	January	2014 ,	Gross Wages:	\$	$\Box,\Box\Box\Box.\Box\Box$					
Line 5	Date Paid:	January	2014 ,	Gross Wages:	\$	$\Box,\Box\Box\Box.\Box\Box$					
Line 6	Date Paid:	January	2014 ,	Gross Wages:	\$	$\Box,\Box\Box\Box.\Box\Box$					
	BO	OX C	TOTAL Wag		\$						
	↓ Total Gross Wages from BOX C when you report wages for JANUARY 2014										

Call 1-866-772-0953 now and make your report

Supplemental Security Income Wages for February 2014

Wages for **FEBRUARY**

S	Μ	Т	W	Τ	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

Days to report in MARCH

S	M		W	Τ	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

		BOX A				BOX B				
Line 1	Date Paid:	February	, 2014	Gross Wages:	\$	$\Box,\Box\Box\Box.\Box\Box$				
Line 2	Date Paid:	February	, 2014	Gross Wages:	\$	$\Box,\Box\Box\Box.\Box\Box$				
Line 3	Date Paid:	February	, 2014	Gross Wages:	\$	$\Box,\Box\Box\Box.\Box\Box$				
Line 4	Date Paid:	February	, 2014	Gross Wages:	\$	$\Box,\Box\Box\Box.\Box\Box$				
Line 5	Date Paid:	February	, 2014	Gross Wages:	\$	$\Box,\Box\Box\Box.\Box\Box$				
Line 6	Date Paid:	February	; 2014	Gross Wages:	\$	$\Box,\Box\Box\Box.\Box\Box$				
	BOX C TOTAL ^{\$} ,									
	↓ Use the TOTAL Gross Wages from BOX C when you report wages for FEBRUARY 2014 Call 1-866-772-0953 now and make your report KEEP PAY SLIPS AND THIS FORM FOR YOUR RECORDS									

Supplemental Security Income Wages for March 2014

Wages for **MARCH**

S	Μ	Τ	W	Τ	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Days to report in **APRIL**

S	Μ	Τ	WT		F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

		BOX A				BOX B				
Line 1	Date Paid:	March	, 2014	Gross Wages:	\$	$\Box,\Box\Box\Box.\Box\Box$				
Line 2	Date Paid:	March	<u>.</u> , 2014	Gross Wages:	\$	$\Box,\Box\Box\Box.\Box\Box$				
Line 3	Date Paid:	March	, 2014	Gross Wages:	\$	$\Box,\Box\Box\Box.\Box\Box$				
Line 4	Date Paid:	March	<u>.</u> , 2014	Gross Wages:	\$	$\Box,\Box\Box\Box.\Box\Box$				
Line 5	Date Paid:	March	, 2014	Gross Wages:	\$	$\Box,\Box\Box\Box.\Box\Box$				
Line 6	Date Paid:	March	201 4,	Gross Wages:	\$	$\Box,\Box\Box\Box.\Box\Box$				
	BOX C TOTAL ^{\$} D, D. C.									
	Use the TOTAL Gross Wages from BOX C when you report wages for MARCH 2014 Call 1-866-772-0953 now and make your report									

Supplemental Security Income Wages for April 2014

Wages for **APRIL**

S	Μ	Τ	W	Τ	F	S	
		1	2	3	4	5	
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30				

Days to report in MAY

S	M	Τ	W	Τ	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

	BO	X A				BOX B					
Line 1	Date Aj Paid:	pril	, 2014	Gross Wages:	\$	$\Box,\Box\Box\Box.\Box\Box$					
Line 2	Date Aj Paid:	pril	, 2014	Gross Wages:	\$	$\Box,\Box\Box\Box.\Box\Box$					
Line 3	Date A _l Paid:	pril	, 2014	Gross Wages:	\$	$\Box,\Box\Box\Box.\Box\Box$					
Line 4	Date A _l Paid:	pril	, 2014	Gross Wages:	\$	$\Box,\Box\Box\Box.\Box\Box$					
Line 5	Date A _l Paid:	pril	, 2014	Gross Wages:	\$						
Line 6	Date A _l Paid:	pril	, 2014	Gross Wages:	\$	$\Box,\Box\Box\Box.\Box\Box$					
	BOX C TOTAL ^{\$} ,										
	Use the TOTAL Gross Wages from BOX C when you report wages for APRIL 2014 Call 1-866-772-0953 now and make your report KEEP PAY SLIPS AND THIS FORM FOR YOUR RECORDS										

Supplemental Security Income Wages for May 2014

Wages for MAY

S	Μ	MT		Т	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Days to report in **JUNE**

S	Μ	T	W	Τ	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

	Ι	BOX A	A		BOX B
Line 1	Date Paid:	May	. , 2014	Gross Wages:	\$ $\Box,\Box\Box\Box.\Box\Box$
Line 2	Date Paid:	May	, 2014	Gross Wages:	\$ $\Box,\Box\Box\Box.\Box\Box$
Line 3	Date Paid:	May	. , 2014	Gross Wages:	\$ $\Box,\Box\Box\Box.\Box\Box$
Line 4	Date Paid:	May	, 2014	Gross Wages:	\$ $\Box,\Box\Box\Box.\Box\Box$
Line 5	Date Paid:	May	<u></u> , 2014	Gross Wages:	\$ $\Box,\Box\Box\Box.\Box\Box$
Line 6	Date Paid:	May	, 2014	Gross Wages:	\$ $\Box,\Box\Box\Box.\Box\Box$
			TAL s Wages	\$	
					∧

Use the **TOTAL Gross Wages** from **BOX C** when you report wages for MAY 2014

Call 1-866-772-0953 now and make your report KEEP PAY SLIPS AND THIS FORM FOR YOUR RECORDS

Supplemental Security Income Wages for June 2014

Wages for **JUNE**

S	Μ	T	W	Τ	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Days to report in **JULY**

S	Μ	Τ	W	Τ	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

]	BOX A		BOX B						
Line	Date	June	<u></u> ,	Gross						
1	Paid:		2014	Wages: \$,						
Line	Date	June	<u></u> ,	Gross						
2	Paid:		2014	Wages: \$,						
Line	Date	June	<u></u> ,	Gross						
3	Paid:		2014	Wages: \$,						
Line	Date	June	<u></u> ,	Gross						
4	Paid:		2014	Wages: \$,						
Line 5	Date Paid:	June	<u></u>	Gross Wages: \$,						
Line	Date	June	,	Gross						
6	Paid:		2014	Wages: \$,						
	BOX C TOTAL ^{\$}									
	Use the TOTAL Gross Wages from BOX C when you report wages for JUNE 2014 Call 1-866-772-0953 now and make your report KEEP PAY SLIPS AND THIS FORM FOR YOUR RECORDS									

Supplemental Security Income Wages for July 2014

Wages for **JULY**

S	Μ	T	W	Т	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Days to report in AUGUST

S	Μ	Τ	W	Τ	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

]	BOX A	A			BOX B				
Line 1	Date Paid:	July	, 2014	Gross Wages:	\$	$\Box,\Box\Box\Box.\Box\Box$				
Line 2	Date Paid:	July	, 2014	Gross Wages:	\$	$\Box,\Box\Box\Box.\Box\Box$				
Line 3	Date Paid:	July	<u></u> , 2014	Gross Wages:	\$	$\Box,\Box\Box\Box.\Box\Box$				
Line 4	Date Paid:	July	<u></u>	Gross Wages:	\$	$\Box,\Box\Box\Box.\Box\Box$				
Line 5	Date Paid:	July	. , 2014	Gross Wages:	\$	$\Box,\Box\Box\Box.\Box\Box$				
Line 6	Date Paid:	July	, 2014	Gross Wages:	\$	$\Box,\Box\Box\Box.\Box\Box$				
	BOX C TOTAL ^{\$} ,									
	↓ Use the TOTAL Gross Wages from BOX C when you report wages for JULY 2014 Call 1-866-772-0953 now and make your report KEEP PAY SLIPS AND THIS FORM FOR YOUR RECORDS									

Supplemental Security Income Wages for August 2014

Wages for AUGUST

S	Μ	MT		Т	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Days to report in **SEPTEMBER**

S	Μ	Т	W	Τ	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

		BOX A				BOX B				
Line 1	Date Paid:	August	<u>.</u> , 2014	Gross Wages:	\$	$\Box,\Box\Box\Box.\Box\Box$				
Line 2	Date Paid:	August	<u></u> , 2014	Gross Wages:	\$	$\Box,\Box\Box\Box.\Box\Box$				
Line 3	Date Paid:	August	<u></u> , 2014	Gross Wages:	\$	$\Box,\Box\Box\Box.\Box\Box$				
Line 4	Date Paid:	August	<u></u> , 2014	Gross Wages:	\$	$\Box,\Box\Box\Box.\Box\Box$				
Line 5	Date Paid:	August	<u></u> , 2014	Gross Wages:	\$					
Line 6	Date Paid:	August	 , 2014	Gross Wages:	\$	$\Box,\Box\Box\Box.\Box\Box$				
	BOX C TOTAL ^{\$} ,									
	▲ Use the TOTAL Gross Wages from BOX C when you report wages for AUGUST 2014 Call 1-866-772-0953 now and make your report KEEP PAY SLIPS AND THIS FORM FOR YOUR RECORDS									

Supplemental Security Income Wages for September 2014

Wages for **SEPTEMBER**

S	Μ	Τ	W	Τ	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Days to report in **OCTOBER**

S	Μ	Τ	W	Т	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

		BOX A		BOX B								
Line 1	Date Paid:	September	, 2014	Gross Wages:	\$	$\Box,\Box\Box\Box.\Box\Box$						
Line 2	Date Paid:	September	<u>,</u> 2014	Gross Wages:	\$	$\Box,\Box\Box\Box.\Box\Box$						
Line 3	Date Paid:	September	, 2014	Gross Wages:	\$	$\Box,\Box\Box\Box.\Box\Box$						
Line 4	Date Paid:	September	, 2014	Gross Wages:	\$	$\Box,\Box\Box\Box.\Box\Box$						
Line 5	Date Paid:	September	, 2014	Gross Wages:	\$	$\Box,\Box\Box\Box.\Box\Box$						
Line 6	Date Paid:	September	 , 2014	Gross Wages:	\$	$\Box,\Box\Box\Box.\Box\Box$						
	B	BOX C		OTAL s Wages	\$							
	Gross Wages Use the TOTAL Gross Wages from BOX C when you report wages for September 2014 Call 1-866-772-0953 now and make your report KEEP PAY SLIPS AND THIS FORM FOR YOUR RECORDS											

Supplemental Security Income Mobile Wage Reporting -Instructions



Beneficiaries, deemors and representative payees reporting a change in wages can report their monthly wages via the **SSI Mobile Wage Reporting Application** available in the Google Play and Apple App Stores. These instructions explain what beneficiaries, deemors, and representative payees need to do in order to use the smartphone applications to report monthly wages. Using the following charts to help you calculate your monthly wages is voluntary. Beneficiaries, deemors and representative payees who would rather not report wages by smartphone application can use traditional reporting methods such as mailing or bringing paystubs into their local Social Security office. Monthly reporters who experience technical difficulties should contact their local field office for assistance.

When you should report wages

Please report wages during the first six days of the month to help prevent an incorrect SSI payment. You can choose which of the 6 days to report. If you miss reporting during the 6 day reporting period at the beginning of the month, you can still report the wages using the smartphone application or at your local Social Security office.

Things you need to have before you to report wages by smartphone

- ☑ The user's Social Security number (this is the person actually using the smartphone to report the wages)
- ☑ The Social Security number of the wage earner (this is the person working)
- ☑ The TOTAL amount of gross wages received by the wage earner. Gross wages are the amount of pay before taxes and other deductions
- ☑ The reporter's (user's) name as it appears on their Social Security card

How to figure the total wages for each month

Fill in the blanks on the attached worksheets. Use your worksheet to report wages when you use your smartphone application.

Who is the Wage Earner?

A wage earner is the person who is working and receiving wages or payment for working. You are the wage earner if you are working and you are reporting your own wages. If you are reporting someone else's wages, then the wage earner is the person whose wages you are reporting.

How to Download the **SSI Mobile Wage Reporting** App to Your Device

Android

On your mobile device (from the Google Play Store)

- 1. Click the "Google Play" icon. Click the "Search icon" on your screen and type "SSI Mobile Wage Reporting" into the search bar that appears.
- 2. Navigate to the SSI Mobile Wage Reporting application and tap to select it the details screen will appear, and you can read more about the app, its features and the developer.
- 3. Tap the Download button.
- 4. Tap Accept & download to accept the permissions for the app your item will start downloading immediately.

Apple/iTunes

On your mobile device (from the Apple App Store)

- 1. Click the "App Store" icon on the home screen of your iPhone. Click "Search" at the bottom of the screen and type "SSI Mobile Wage Reporting" into the search bar that appears.
- 2. Tap the icon that appears to reach additional information about the app, including developer notes, screen shots and user ratings.
- 3. To download the SSI Mobile Wage Reporting app tap the button that contains the word "Free." Once the download status bar under the new icon on your iPhone has completed, you can access and begin using the new app.

How to Report Wages Using the Smartphone Application

1. If you are reporting wages for yourself or for another person, always enter your own information on the first screen that asks for information even if you are not the beneficiary (this screen appears after the Terms of Service, titled "Tell Us Who You Are").

2. If you are reporting wages for yourself, you enter and confirm your own gross wages. (You already entered your SSN in the previous screen).

Note: If you are reporting wages as a parent or wage earner and your child receives SSI, only enter your own information. You do not need to enter your child's SSN. Your SSN is connected to your child's record, so therefore the report is posted properly.

3. If you are reporting wages for "other persons," you are to input the Social Security number of the person who earned his/her wages in the "Enter SSN and Wages" screen.

Note: Always enter wages of the wage earner, not the beneficiary. If you are a parent reporting wages, but your spouse is the wage earner, you will enter your spouse's SSN and gross wages earned.

4. If you are reporting wages for yourself and another person, you enter your own information first and after a successful submission, you will see a "Submit More Wages" button. You select this button to begin to submit wages for the other person. You will enter their SSN and their wages; there is no need to enter your own information again.

How to fill-in the worksheet

Date Paid

Use Box A to show the date paid (payday). Date Paid is the date (Month, Day, Year) the wage earner is paid (pay day).

Gross Wages

Use Box **B** to show the gross amount of wages.

Enter dollars and cents (\$ X,XXX. cc).

Use the wage earner's pay stub to find the gross wages. Gross wages are the amount of pay before taxes and other deductions. Do **not** enter net wages, the amount of take home pay on the paycheck, or the direct deposit amount to your bank. Do **not** enter the total wages for the year, also called the year-to-date (YTD) amount.

Use a Separate Line for Each Pay

You should fill-in a line for each pay date in a month.

If the wage earner is paid $\underline{2}$ times a month, you should fill-in Line 1 and Line 2. If the wage earner is paid $\underline{3}$ times a month, you should fill-in Line 1, Line 2 and Line 3.

If the wage earner is paid $\underline{4}$ times a month, you should fill-in Line 1, Line 2, Line 3, and Line 4.

If the wage earner is paid 5 times a month, you should fill-in Line 1, Line 2, Line 3, Line 4 and Line 5.

If the wage earner gets an extra check for special pay such as an award, bonus, or unused vacation, or any other reason, use a separate line to enter the pay date and gross wages.

How Wage Earner Paid	Number of Pays a Month
Paid Weekly	4 Pays or 5 Pays
Paid Bi-Weekly (Every 2 Weeks)	2 or 3 Pays
Paid Bi-Monthly	2 Pays
Paid Monthly	1 Pay

Total Gross Wages

Use Box C to enter the total amount of gross wages.

Add together all gross wages in Box \mathbf{B} for each line where you have wage amounts. This is your total. Put the total in Box C TOTAL.

Please double check that you only include dates and amounts that you received in the month shown at the top of the page.

You are now ready to report total gross wages received.

Remember, consistent and timely monthly wage reporting helps prevent SSI overpayments and underpayments.

Wage Reporting Reminder

You can now sign up for email or text reminders to report monthly wages for SSI at <u>www.socialsecurity.gov/ssiwagereporting</u>.

Paperwork Reduction Act Statement

This information collection meets the requirements of 44 U.S.C. §3507, as amended by section 2 of the <u>Paperwork Reduction Act of 1995</u>. 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.

You may send comments on our time estimate above to: SSA, 6401 Security Blvd., Baltimore, MD 21235-6401. Send <u>only</u> comments relating to our time estimate to this address, not the completed report.

The OMB control number for the Supplemental Security Income Wage Reporting and the associated instructions package is 0960-0715; expiration date 06/30/2016.

Supplemental Security Income Wages for October 2013

Wages for OCTOBER

S	Μ	Т	W	Τ	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Days to report in NOVEMBER

S	Μ	Τ	W	Τ	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

		BOX A				BOX B					
Line 1	Date Paid:	October	, 2013	Gross Wages:	\$	$\Box,\Box\Box\Box.\Box\Box$					
Line 2	Date Paid:	October	, 2013	Gross Wages:	\$	$\Box,\Box\Box\Box.\Box\Box$					
Line 3	Date Paid:	October	, 2013	Gross Wages:	\$	$\Box,\Box\Box\Box.\Box\Box$					
Line 4	Date Paid:	October	, 2013	Gross Wages:	\$	$\Box,\Box\Box\Box.\Box\Box$					
Line 5	Date Paid:	October	<u>,</u> 2013	Gross Wages:	\$	$\Box,\Box\Box\Box.\Box\Box$					
Line 6	Date Paid:	October	2013 ,	Gross Wages:	\$	$\Box,\Box\Box\Box.\Box\Box$					
	BC	OX C		OTAL s Wages	\$						
	Use the TOTAL Gross Wages from BOX C when you report wages for OCTOBER 2013										

Supplemental Security Income Wages for November 2013

Wages for NOVEMBER

S	Μ	TW		Т	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Days to report in **DECEMBER**

S	Μ	Τ	W	Τ	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

		BOX A			BOX B
Line 1	Date Paid:	November	<u>,</u> 2013	Gross Wages:	\$ $\Box,\Box\Box\Box.\Box\Box$
Line 2	Date Paid:	November	, 2013	Gross Wages:	\$ $\Box,\Box\Box\Box.\Box\Box$
Line 3	Date Paid:	November	, 2013	Gross Wages:	\$ $\Box,\Box\Box\Box.\Box\Box$
Line 4	Date Paid:	November	<u>,</u> 2013	Gross Wages:	\$ $\Box,\Box\Box\Box.\Box\Box$
Line 5	Date Paid:	November	<u>,</u> 2013	Gross Wages:	\$
Line 6	Date Paid:	November	2013 ,	Gross Wages:	\$
	E	BOX C		TAL s Wages	\$
I					<u>^</u>

Use the **TOTAL Gross Wages** from **BOX C** when you report wages for NOVEMBER 2013

Supplemental Security Income Wages for December 2013

Wages for **DECEMBER**

S	Μ	Т	W	Т	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Days to report in JANUARY 2014

S	Μ	Т	W	Τ	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

		BOX A			BOX B				
Line 1	Date Paid:	December	<u></u> , 2013	Gross Wages:	\$	$\Box,\Box\Box\Box.\Box\Box$			
Line 2	Date Paid:	December	<u>,</u> 2013	Gross Wages:	\$				
Line 3	Date Paid:	December	, 2013	Gross Wages:	\$				
Line 4	Date Paid:	December	<u></u> , 2013	Gross Wages:	\$				
Line 5	Date Paid:	December	, 2013	Gross Wages:	\$				
Line 6	Date Paid:	December	2013 ,	Gross Wages:	\$	$\Box,\Box\Box\Box.\Box\Box$			
	DUAU		OTAL s Wages	\$	$\Box\Box,\Box\Box\Box.\Box\Box$				
						↑			

Use the **TOTAL Gross Wages** from **BOX C** when you report wages for DECEMBER 2013

Supplemental Security Income Wages for January 2014

Wages for **JANUARY**, 2014

S	MT		W	Τ	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Days to report in FEBRUARY

S	Μ	Τ	W T		F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

		BOX A	L		BOX B
Line 1	Date Paid:	January	, 2014	Gross Wages:	\$ $\Box,\Box\Box\Box.\Box\Box$
Line 2	Date Paid:	January	201 4,	Gross Wages:	\$ $\Box,\Box\Box\Box.\Box\Box$
Line 3	Date Paid:	January	, 2014	Gross Wages:	\$ $\Box,\Box\Box\Box.\Box\Box$
Line 4	Date Paid:	January	, 2014	Gross Wages:	\$ $\Box,\Box\Box\Box.\Box\Box$
Line 5	Date Paid:	January	201 4,	Gross Wages:	\$ $\Box,\Box\Box\Box.\Box\Box$
Line 6	Date Paid:	January	201 4,	Gross Wages:	\$ $\Box,\Box\Box\Box.\Box\Box$
	BOX C TOTAL Wag			\$	
I					<u>↑</u>

Use the **TOTAL Gross Wages** from **BOX C** when you report wages for JANUARY 2014 **KEEP PAY SLIPS AND THIS FORM FOR YOUR RECORDS**

Supplemental Security Income Wages for February 2014

Wages for **FEBRUARY**

S	Μ	Т	W	Τ	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

Days to report in MARCH

S	M		W	Τ	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

		BOX A				BOX B					
Line 1	Date Paid:	February	, 2014	Gross Wages:	\$	$\Box,\Box\Box\Box.\Box\Box$					
Line 2	Date Paid:	February	, 2014	Gross Wages:	\$	$\Box,\Box\Box\Box.\Box\Box$					
Line 3	Date Paid:	February	, 2014	Gross Wages:	\$	$\Box,\Box\Box\Box.\Box\Box$					
Line 4	Date Paid:	February	, 2014	Gross Wages:	\$	$\Box,\Box\Box\Box.\Box\Box$					
Line 5	Date Paid:	February	, 2014	Gross Wages:	\$	$\Box,\Box\Box\Box.\Box\Box$					
Line 6	Date Paid:	February	; 2014	Gross Wages:	\$	$\Box,\Box\Box\Box.\Box\Box$					
	BOX C TOTAL ^{\$} ,										
	↓ Use the TOTAL Gross Wages from BOX C when you report wages for FEBRUARY 2014 KEEP PAY SLIPS AND THIS FORM FOR YOUR RECORDS										

Supplemental Security Income Wages for March 2014

Wages for **MARCH**

S	Μ	T	W	Τ	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Days to report in **APRIL**

	•		1			
S	Μ	Т	W	Т	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

		BOX A			BOX B
Line 1	Date Paid:	March	, 2014	Gross Wages:	\$ $\Box,\Box\Box\Box.\Box\Box$
Line 2	Date Paid:	March	, 2014	Gross Wages:	\$ $\Box,\Box\Box\Box.\Box\Box$
Line 3	Date Paid:	March	, 2014	Gross Wages:	\$ $\Box,\Box\Box\Box.\Box\Box$
Line 4	Date Paid:	March	, 2014	Gross Wages:	\$ $\Box,\Box\Box\Box.\Box\Box$
Line 5	Date Paid:	March	, 2014	Gross Wages:	\$ $\Box,\Box\Box\Box.\Box\Box$
Line 6	Date Paid:	March	, 2014	Gross Wages:	\$ $\Box,\Box\Box\Box.\Box\Box$
			TAL s Wages	\$	
					<u>^</u>

Use the **TOTAL Gross Wages** from **BOX C** when you report wages for MARCH 2014 **KEEP PAY SLIPS AND THIS FORM FOR YOUR RECORDS**

Supplemental Security Income Wages for April 2014

Wages for **APRIL**

S	Μ	Т	W	WT		S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Days to report in MAY

S	Μ	Τ	W	Τ	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

]	BOX A	L		BOX B
Line 1	Date Paid:	April	, 2014	Gross Wages:	\$ $\Box,\Box\Box\Box.\Box\Box$
Line 2	Date Paid:	April	, 2014	Gross Wages:	\$ $\Box,\Box\Box\Box.\Box\Box$
Line 3	Date Paid:	April	, 2014	Gross Wages:	\$ $\Box,\Box\Box\Box.\Box\Box$
Line 4	Date Paid:	April	, 2014	Gross Wages:	\$ $\Box,\Box\Box\Box.\Box\Box$
Line 5	Date Paid:	April	, 2014	Gross Wages:	\$ $\Box,\Box\Box\Box.\Box\Box$
Line 6	Date Paid:	April	2014 ,	Gross Wages:	\$ $\Box,\Box\Box\Box.\Box\Box$
	Ο Ο Ο Α Ο		OTAL s Wages	\$	
I					<u>↑</u>

Use the **TOTAL Gross Wages** from **BOX C** when you report wages for APRIL 2014 **KEEP PAY SLIPS AND THIS FORM FOR YOUR RECORDS**

Supplemental Security Income Wages for May 2014

Wages for MAY

S	Μ	Τ	W	Т	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Days to report in **JUNE**

S	Μ	Τ	W	Τ	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

	BOX	A		BOX B
Line 1	Date Ma Paid:	$\frac{y}{2014}$,	Gross Wages:	\$ $\Box,\Box\Box\Box.\Box\Box$
Line 2	Date Paid: Ma	$\frac{y}{2014}$,	Gross Wages:	\$ $\Box,\Box\Box\Box.\Box\Box$
Line 3	Date Ma Paid:	$\frac{y}{2014}$,	Gross Wages:	\$ $\Box,\Box\Box\Box.\Box\Box$
Line 4	Date Paid: Ma	$\frac{y}{2014}$,	Gross Wages:	\$ $\Box,\Box\Box\Box.\Box\Box$
Line 5	Date Ma Paid:	$\frac{y}{2014}$,	Gross Wages:	\$ $\Box,\Box\Box\Box.\Box\Box$
Line 6	Date Ma Paid:	y <u>7014</u> ,	Gross Wages:	\$ $\Box,\Box\Box\Box.\Box\Box$
	DUAL		OTAL s Wages	\$

↑ Use the TOTAL Gross Wages from BOX C when you report wages for MAY 2014 KEEP PAY SLIPS AND THIS FORM FOR YOUR RECORDS

Supplemental Security Income Wages for June 2014

Wages for **JUNE**

S	Μ	Т	W	Т	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Days to report in **JULY**

S	Μ	Τ	W	Τ	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

]	BOX A	L		BOX B
Line 1	Date Paid:	June	, 2014	Gross Wages:	\$ $\Box,\Box\Box\Box.\Box\Box$
Line 2	Date Paid:	June	, 2014	Gross Wages:	\$ $\Box,\Box\Box\Box.\Box\Box$
Line 3	Date Paid:	June	, 2014	Gross Wages:	\$ $\Box,\Box\Box\Box.\Box\Box$
Line 4	Date Paid:	June	. , <u>.</u> .	Gross Wages:	\$ $\Box,\Box\Box\Box.\Box\Box$
Line 5	Date Paid:	June	, 2014	Gross Wages:	\$ $\Box,\Box\Box\Box.\Box\Box$
Line 6	Date Paid:	June	, 2014	Gross Wages:	\$ $\Box,\Box\Box\Box.\Box\Box$
	DUAL		TAL Wages	\$	
					<u>↑</u>

Use the TOTAL Gross Wages from BOX C when you report wages for JUNE 2014 KEEP PAY SLIPS AND THIS FORM FOR YOUR RECORDS

Supplemental Security Income Wages for July 2014

Wages for **JULY**

S	Μ	Т	W	Т	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Days to report in AUGUST

S	M	T	W	Т	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

	I	BOX A	ł		BOX B
Line 1	Date Paid:	July	<u></u> , 2014	Gross Wages:	\$ $\Box,\Box\Box\Box.\Box\Box$
Line 2	Date Paid:	July	, 2014	Gross Wages:	\$ $\Box,\Box\Box\Box.\Box\Box$
Line 3	Date Paid:	July	, 2014	Gross Wages:	\$ $\Box,\Box\Box\Box.\Box\Box$
Line 4	Date Paid:	July	. , 2014	Gross Wages:	\$ $\Box,\Box\Box\Box.\Box\Box$
Line 5	Date Paid:	July	, 2014	Gross Wages:	\$ $\Box,\Box\Box\Box.\Box\Box$
Line 6	Date Paid:	July	, 2014	Gross Wages:	\$ $\Box,\Box\Box\Box.\Box\Box$
	БОАС		TAL Wages	\$	
I					<u>^</u>

Use the **TOTAL Gross Wages** from **BOX C** when you report wages for JULY 2014 **KEEP PAY SLIPS AND THIS FORM FOR YOUR RECORDS**

Supplemental Security Income Wages for August 2014

Wages for AUGUST

S	Μ	Τ	W	Т	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Days to report in **SEPTEMBER**

S	Μ	Τ	W	Τ	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

		BOX A				BOX B					
Line 1	Date Paid:	August	<u></u> , 2014	Gross Wages:	\$	$\Box,\Box\Box\Box.\Box\Box$					
Line 2	Date Paid:	August	, 2014	Gross Wages:	\$	$\Box,\Box\Box\Box.\Box\Box$					
Line 3	Date Paid:	August	, 2014	Gross Wages:	\$						
Line 4	Date Paid:	August	, 2014	Gross Wages:	\$	$\Box,\Box\Box\Box.\Box\Box$					
Line 5	Date Paid:	August	, 2014	Gross Wages:	\$	$\Box,\Box\Box\Box.\Box\Box$					
Line 6	Date Paid:	August	, 2014	Gross Wages:	\$	$\Box,\Box\Box\Box.\Box\Box$					
	BOX C TOTAL Gross Wages										
	↓ Use the TOTAL Gross Wages from BOX C when you report wages for AUGUST 2014 KEEP PAY SLIPS AND THIS FORM FOR YOUR RECORDS										

Supplemental Security Income Wages for September 2014

Wages for **SEPTEMBER**

S	Μ	Т	W	Т	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Days to report in OCTOBER

S	Μ	T	W	Τ	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

	BOX A			BOX B				
Line 1	Date Paid:	September	, 2014	Gross Wages:	\$	$\Box,\Box\Box\Box.\Box\Box$		
Line 2	Date Paid:	September	, 2014	Gross Wages:	\$	$\Box,\Box\Box\Box.\Box\Box$		
Line 3	Date Paid:	September	, 2014	Gross Wages:	\$	$\Box,\Box\Box\Box.\Box\Box$		
Line 4	Date Paid:	September	<u>,</u> 2014	Gross Wages:	\$	$\Box,\Box\Box\Box.\Box\Box$		
Line 5	Date Paid:	September	, 2014	Gross Wages:	\$	$\Box,\Box\Box\Box.\Box\Box$		
Line 6	Date Paid:	September	 , 2014	Gross Wages:	\$	$\Box,\Box\Box\Box.\Box\Box$		
	$\mathbf{D}\mathbf{U}\mathbf{A}\mathbf{U}$		OTAL s Wages	\$				
	Use the TOTAL Gross Wages from BOX C when you report wages for							

SEPTEMBER 2014