

**Justification for Non-Substantive Changes for myWageReport  
20 CFR 404.1520(b), 404.1571-1576, & 404.1584-1593  
OMB No. 0960-0808**

**Justification for Non-Substantive Changes to the Resubmission of the Collection within One Year of OMB Approval**

We are implementing the below changes within one year of OMB approval, because the myWageReport was developed under a method which focuses on adaptability and user satisfaction; and is broken into incremental builds. These updates incorporate enhancements and respond to myWageReport user needs. We will implement these updates upon OMB approval.

- **Change #1:** We are adding informational text to the Wage Reporting section, page 4:
  - **New Language:** “To report additional wages for this employer, submit this wage report then enter the additional pay periods in a new report.”

**Justification #1:** We are adding language to instruct users on how to report additional wages.

- **Change #2:** We are removing the “Add pay period for this employer” button from the Wage Reporting page4.

**Justification #2:** We do not want to allow user to enter more pay periods than the system will allow, which will result in a submission failure.

- **Change #3:** We are adding, “You have entered the maximum number of employers to be included in this wage report. To report wages for additional employers, submit this wage report and then enter additional wages in a new report” to the Wage Report page 5. We are also removing the removing the “Report Additional Wages” form control button on “Wage Report Review” page when the user has entered wages for a maximum of 10 employers.

**Justification #3:** We want to notify users when they try to report wages for more employers than allowed. We do not want to allow user to enter more employers than the system will allow, which will result in a submission failure.

- **Change #4:** We are adding the SSA logo and SSA header to the Wage Report Receipt on page 6.

**Justification #4:** We are adding the SSA logo and header to the receipt to make it consistent with other SSA correspondence.

- **Change #5:** We are removing the “Print” and “Save” buttons from the Printed Wage Report receipt on page 6.

**Justification #5:** We are removing the “Print” and “Save” buttons to make the receipt consistent with other SSA correspondence.

**Change #6:** We adding the mailing address of the recipient or presentative payee to the Wage Report Receipt on page 6.

**Justification #6:** We are adding the mailing address to make the receipt consistent with other SSA correspondence.

- **Change #7:** We are adding SSA contact information for users with a foreign address to the Wage Report Receipt-Foreign Address on page 7.

**Justification #7:** Prior to the change, it was not consistent with our current wage receipt for those with a foreign address. We are adding the SSA contact information so users with a foreign address can contact the appropriate office for assistance.

- **Change #8:** We are revising the language in the warning notification box on the “Choose Employer” section on page 8, for users that have entered wages for 10 employers.

**Old Language:** “You may report for additional employers below. To complete this wage report, confirm all details on the Wage Report Review and submit before exiting.

**New Language:** “You have entered the maximum number of employers to be included in this wage report. To report wages from additional employers, submit this wage report and enter wages from additional employers in a new report.”

**Justification# 8:** We want to notify users when they reach the maximum number of employers allowed. We do not want to allow user to enter more employers than the system will allow, which will result in a submission failure.

- **Change #9:** We are adding the Show More/Show Less link notification on the “Choose Employer” section on pages 8 and 9, to provide a list of employers that the user has reported wages in the open session.

**Justification #9:** Prior to the change, users could report for more employers than the system would allow and result in failure. The Show More/Show Less link allows the user to view a collapsible list of all employers they reported wages on.

- **Change #10:** We are adding information to the “Choose Employer” section on page 10, under Wage Reporting, to alert users they will need to submit a new report when they try to report wages for more than 10 employers on page 10.

**New Language:** “Please enter wages for this employer in a new report. To report wages from the selected employer or other additional employers, review and submit this wage report and then enter the wages from additional employers in a new report”.

**Justification#10:** We want to notify users when they try to report wages for more employers than allowed. We do not want to allow user to enter more employers than the system will allow, which will result in a submission failure.