

## INSTRUCTIONS FOR COMPLETION OF FORM SSA-7162-OCR-SM

### WHAT YOU NEED TO DO

First, please read the instructions below. This is important because not all questions are self-explanatory. Then, complete your report and return it to the **Social Security Administration, P.O. Box 7162, Wilkes-Barre, Pennsylvania, 18767-7162, U.S.A.** in the enclosed envelope **within 60 days** from the day you receive it. If you do not return it promptly, we may stop sending checks to you.

### GENERAL INSTRUCTIONS

To help us process your report and avoid having to recontact you, please follow these instructions.

- Use black ink or a dark pencil to complete the report.
- Please print your answers, except in the signature block.
- Place "X's" in the appropriate "Yes" or "No" boxes on the first page.
- On the first page, keep your "X's" inside the boxes.
- **You must sign the form on the back page.**

### HOW TO FILL OUT THE FORM

The numbers below match the numbered questions on the report.

**Item 1.** Do not write in this space if the preprinted address in the box is correct. If the preprinted address is incorrect and you have not reported your new address to the Social Security Administration, then print the correct address in this space.

**Item 2.** Enter the telephone number at which you may be contacted during the day in this space.

**Item 3.** Has there been a change in your citizenship or your country of residence that you have not yet reported to SSA? If not, place an "X" in the "NO" box and go on to item 4. If yes, place an "X" in the "YES" box and turn the form over. In item 3 on the back, enter in:

- (a) the country of new citizenship and the date the new citizenship was acquired; and/or
- (b) the current country of residence and the date the residence began.

**Item 4.** since you last reported your marital status to SSA? If not, Have you married or had a divorce or annulment place an "X" in the "NO" box and go on to item 5. If yes, place an "X" in the "YES" box and turn the form over. In Item 4 on the back, enter in:

- (a), (b) or (c) a check mark next to the event which occurred; (d) the date the event occurred.

**Item 5.** Did you work for someone else or own a business or farm since your last report of work to SSA? If not, place an "X" in the "NO" box and go on to item 6. If yes, place an "X" in the "YES" box and turn the form over. In item 5 on the back, enter in:

- (a) a check mark in the first block if you worked for someone else, or a check mark in the second block if you were self-employed;
- (b) the month, day and year the work began;
- (c) year the work ended. If not ended, write "not if the work has ended, enter the month, day and ended";
- (d) list each month in the work period indicated in (b) and (c) above that you worked 45 hours or less. (Explain in "Remarks" why your employment/self-employment calls for 45 hours or less);
- (e) if the work was done in the U.S. or if U.S. Social Security taxes (FICA) were paid on earnings from this work, check the "Yes," block. If not, check the "No" block.
- (f) if the answer in (e) above was "Yes," enter your total earnings for the year before last in the first space, your earnings for last year in the second space, and give an estimate of this year's earnings in the last space.

**Item 6.** Did you and the child live apart since you last reported the child's living arrangements to SSA? If not, place an "X" in the "NO" box. If yes, place an "X" in the "YES" box and turn the form over. In item 6 on the back, enter in:

- (a) the date the child left;
- (b) the date the child returned. If the child has not returned, enter "Not returned";
- (c) the name of the child who did not live with you;
- (d) the reason for leaving;
- (e) if the child has not returned, the address where the child can be reached.

**BE SURE TO TURN THE FORM OVER AND ENTER YOUR SIGNATURE (OR MARK) AND THE DATE IN ITEM 7. IF YOU SIGN WITH A MARK, A WITNESS MUST COMPLETE ITEM 8. IF A WITNESS SIGNS THE FORM, HE/SHE SHOULD ENTER HIS/HER NAME, ADDRESS, AND THE DATE IN ITEM 8.**

### ALL KINDS OF WORK SHOULD BE REPORTED

Every kind of work, trade, apprenticeship or business in which you engage while you are under age 66 **MUST BE REPORTED.** After you notify us of work, we will inform you if the work has any effect on benefits.