

SSA821 Online Application Screen Package

August 9, 2021

Application Landing Page:



Complete the Work Activity Report - Employee (Form SSA-821)

Instructions

This online service allows you to electronically complete, sign, and submit the Work Activity Report - Employee (Form SSA-821). You may use this online service as an alternative to completing a paper version of this form. To complete the form online, you will need a valid email address.

PRIOR TO USING THIS OPTION, YOU MAY HAVE RECEIVED A REQUEST TO COMPLETE A WORK ACTIVITY REPORT – EMPLOYEE (FORM SSA-821) FROM SOCIAL SECURITY.

Before beginning the form, you will enter and confirm your email address in the online application.

You will receive an email from adobesign@adobesign.com containing a link and instructions on how to access the form. The link will expire after fifteen (15) calendar days. If the link expires, you will need to return to this page to request a new link.

IMPORTANT: We will not process the form until you complete the form, sign the form electronically, and select "Click to Sign" to submit the form. Upon submission, you will be able to download a copy of the signed form within the application. We recommend that you save a copy for your records. You will receive an email confirming your submission.

PLEASE NOTE:

- · This website is most compatible with the following browsers: Microsoft Edge and Google Chrome.
- The form must be electronically completed, signed, and submitted in a single session.
- . The system will end your session after 60 minutes of inactivity and no information will be saved.
- An email reminder will be sent every three (3) days for fifteen (15) days or until the form has been submitted.
- . If you do not receive an email notification within a few minutes of your online submission, be sure to check your email's junk folder.

Sections 223(d) and 1633 of the Social Security Act, as amended, allow us to collect this information. Furnishing us this information is voluntary. However, failing to provide all or part of the information may prevent an accurate and timely decision on any claim filed or could result in an overpayment of benefits.

We will use the information to make a determination of eligibility for benefits. We may also share your information for the following purposes, called routine uses:

- . To employers, current or former, for correcting or reconstructing earnings records and for Social Security tax purposes; and
- To contractors and other Federal agencies, as necessary, for the purpose of assisting Social Security Administration in the efficient administration of its programs.

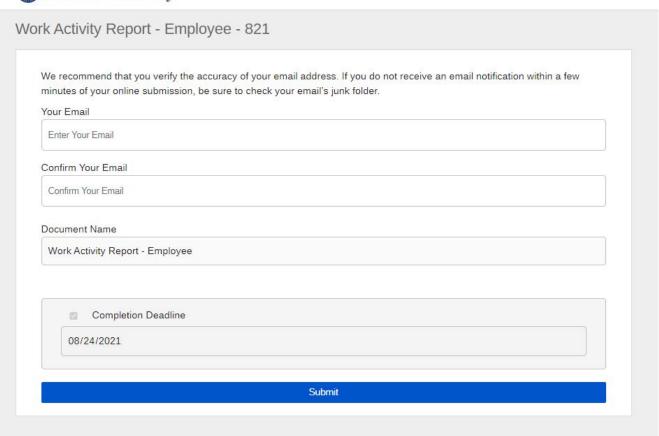
In addition, we may share this information in accordance with the Privacy Act and other Federal laws. For example, where authorized, we may use and disclose this information in computer matching programs, in which our records are compared with other records to establish or verify a person's eligibility for Federal benefit programs and for repayment of incorrect or delinquent debts under these programs.

A list of additional routine uses is available in our Privacy Act System of Records Notices (SORN) 60-0059, entitled Earnings Recording and Self-Employment Income System, as published in the Federal Register (FR) on January 11, 2006, at 71 FR 1819, 60-0320, entitled Electronic Disability Claim File, as published in the FR on June 4, 2020, at 85 FR 34477; and 60-0330, entitled eWork, as published in the FR on September 15, 2003, at 68 FR 54037. Additional information, and a full listing of all our SORNs, is available on our website at www.ssa.gov/privacy.

■ I understand and agree to the above statement

Email Landing Page:

Social Security



Email Confirmation Page:

Social Security

Work Activity Report - Employee

To complete the online form, open the email from adobesign@adobesign.com and click on the "Review and sign" button.

First Email:





Social Security Administration requests your signature Work Activity Report - Employee

Form Expires On June 22, 2021

Review and sign

THIS LINK EXPIRES IN FIFTEEN (15) CALENDAR DAYS. If the link expires, please visit secure.ssa.gov/ssa821-online-form to get a new link.

You have a document to review and sign. You can access the document using the link above.

The form must be electronically completed, signed, and submitted in a single session. The system will end your session after 60 minutes of inactivity and no information will be saved.

The "Review and sign" link is personalized for you and, for security purposes, we strongly recommend that you DO NOT share this email or link with others. If you DO share this email or link with others, you accept the risk that others may misuse your personal information. If you have any questions about this email or feel that you received this in error, please contact Social Security at **1-800-772-1213** (TTY **1-800-325-0778**) between 8 a.m. – 7 p.m., Monday through Friday.

Suspect Social Security Fraud?

If you suspect Social Security fraud, please visit oig.ssa.gov or call the Inspector General's Fraud Hotline at 1-800-269-0271 (TTY 1-800-501-2101).

SOCIAL SECURITY ADMINISTRATION

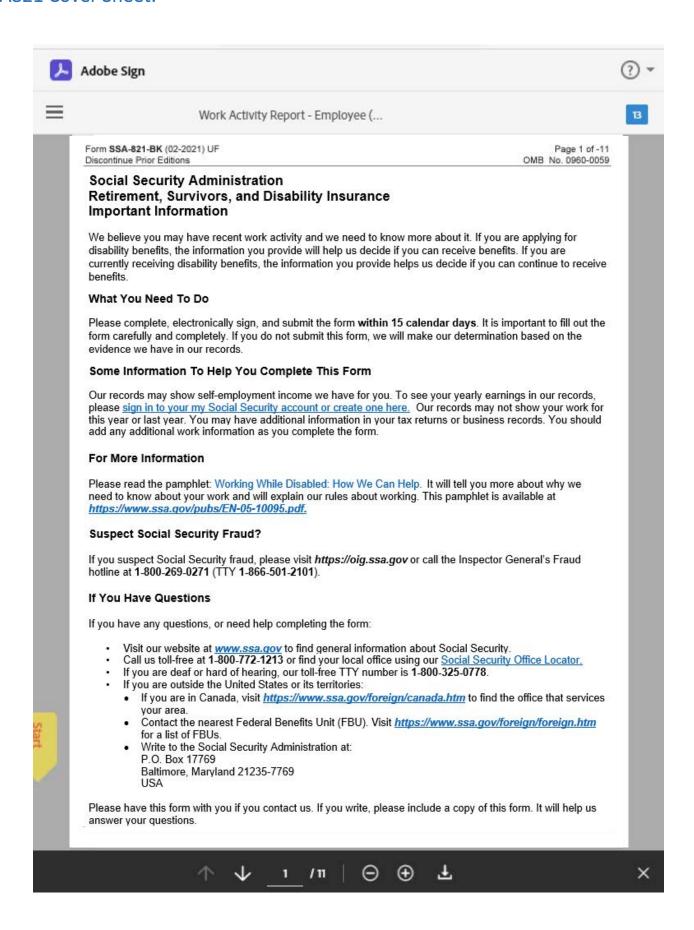
Help us improve.

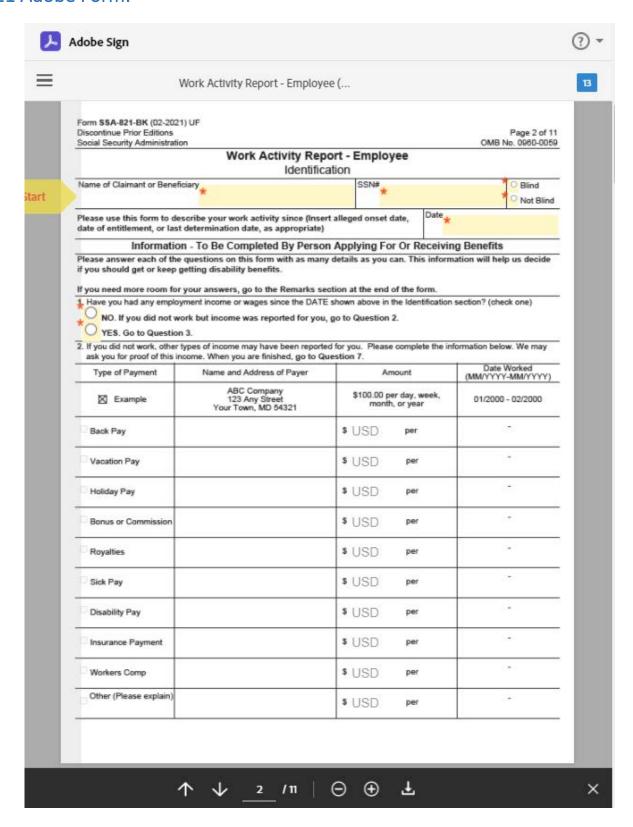


By proceeding, you agree that this agreement may be signed using electronic or handwritten signatures.

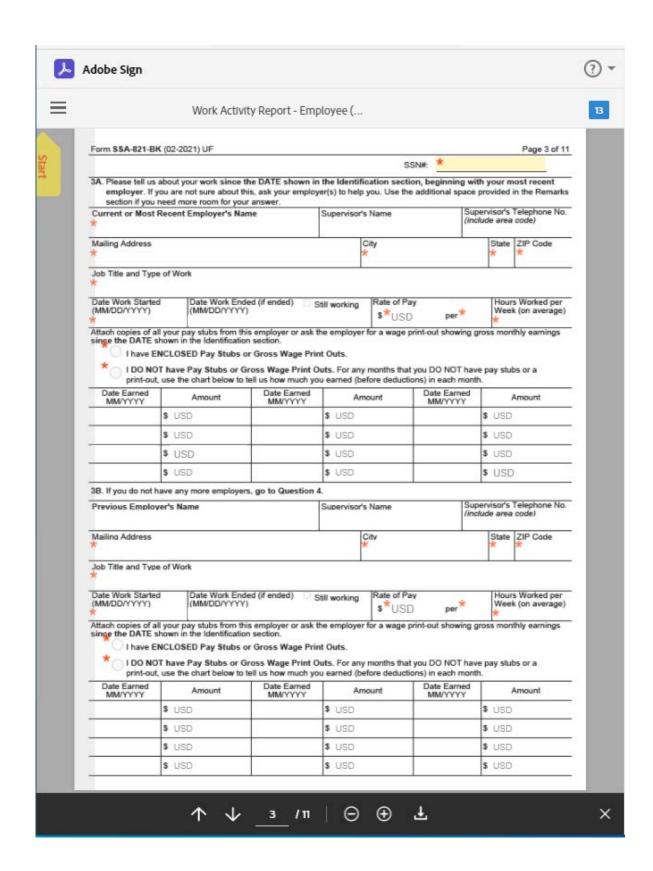
To ensure that you continue receiving our emails, please add adobesign@adobesign.com to your address book or safe list.

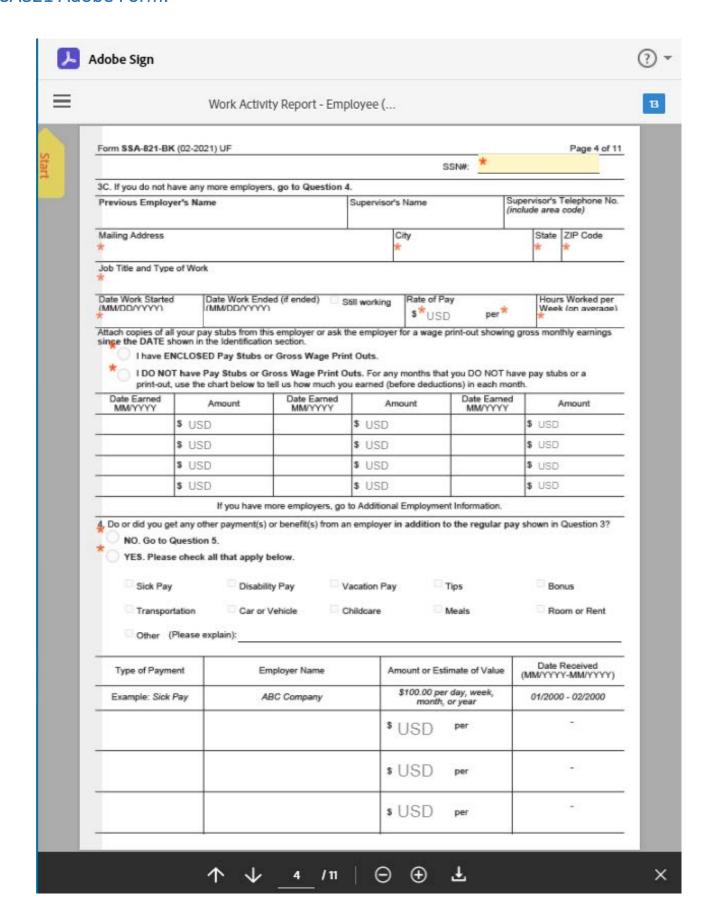
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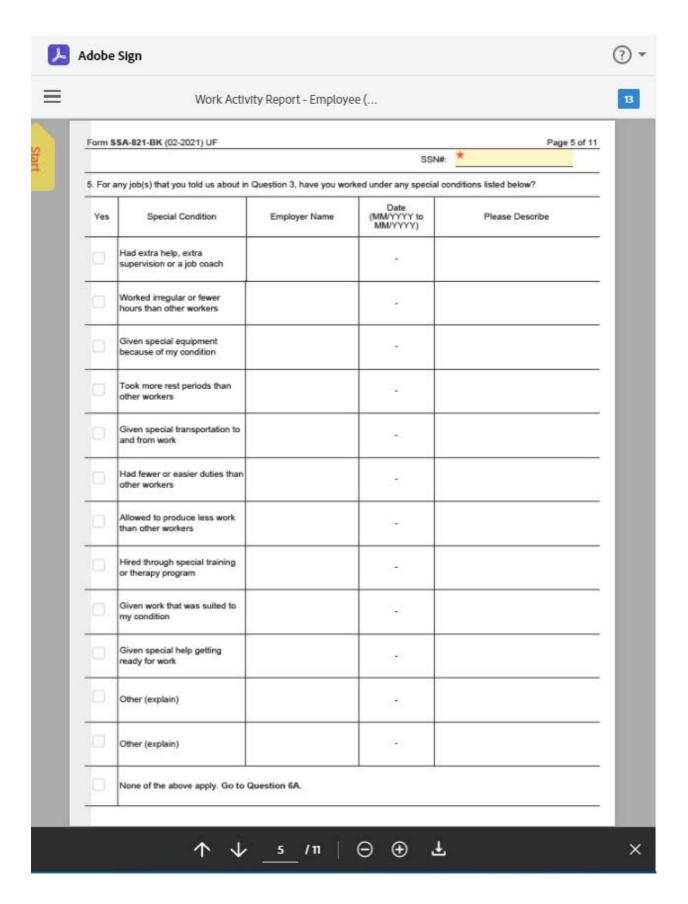


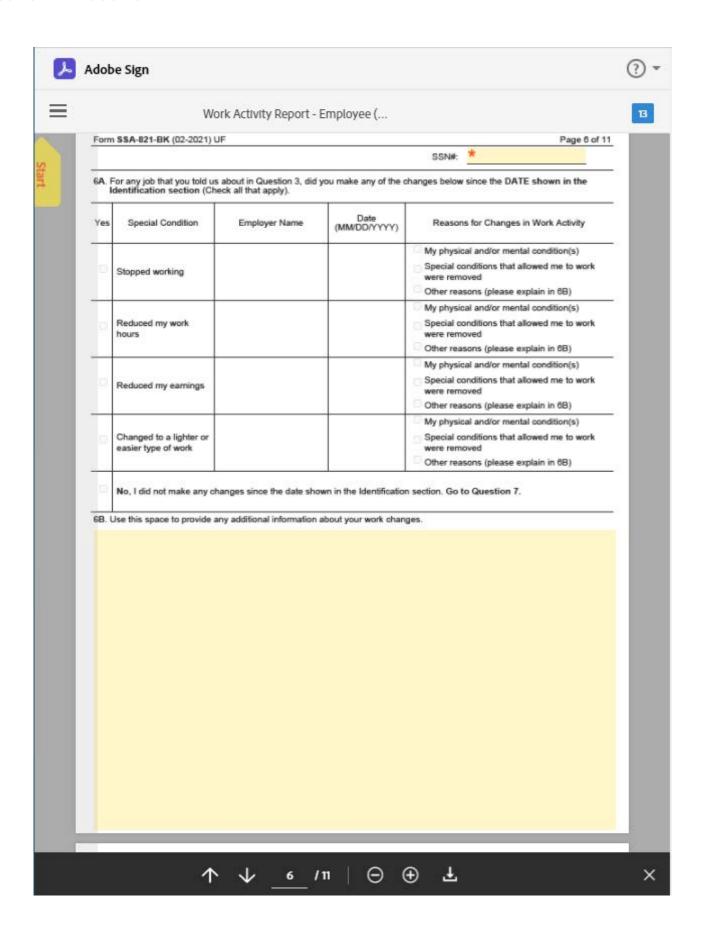


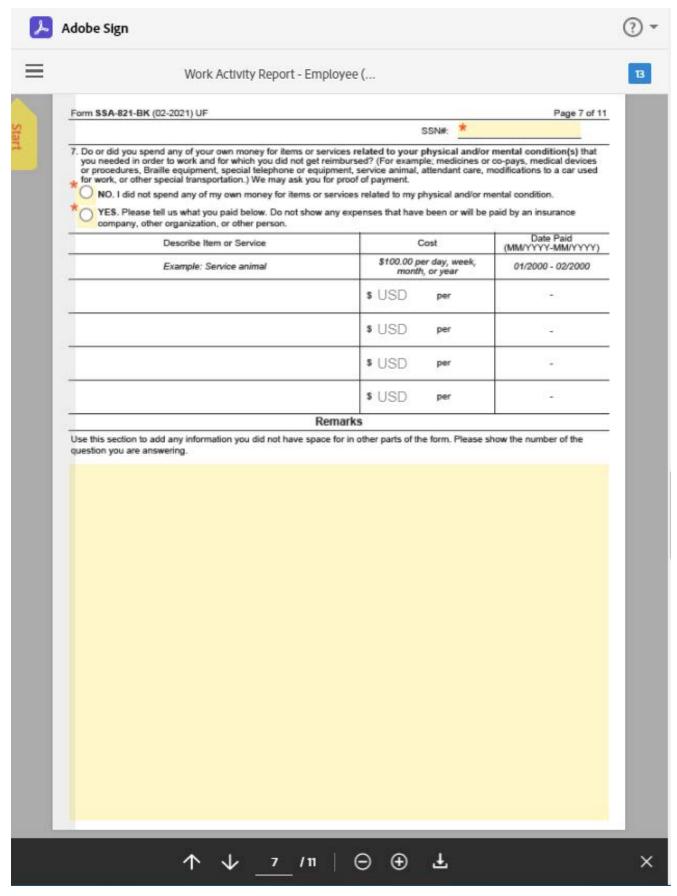
Red asterisks notate a required field. Note that some required fields are conditional, based upon how the prior question was answered. Please see page 20 for an example.



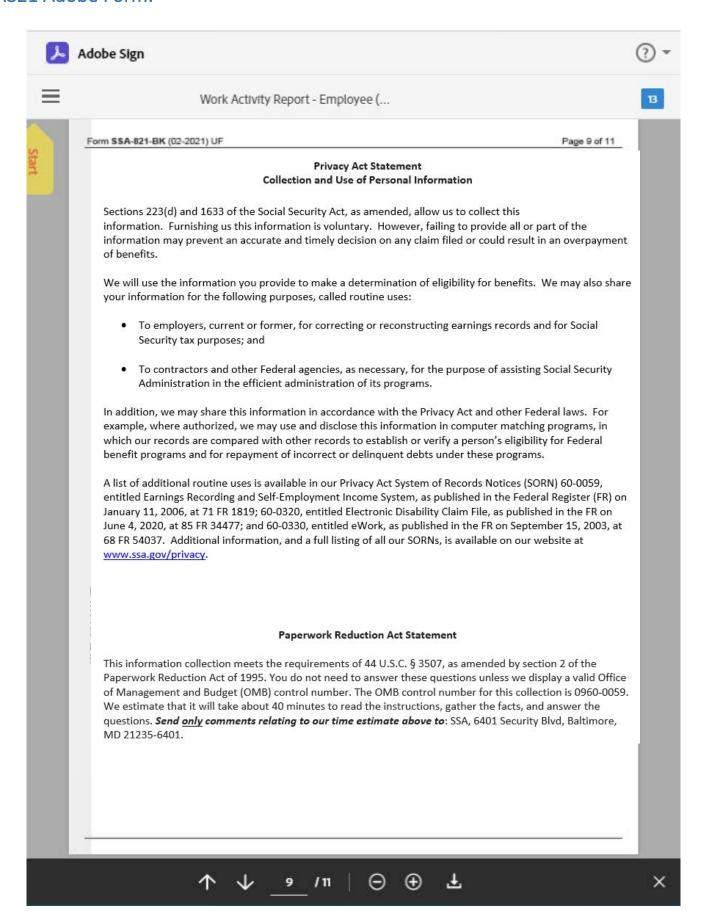


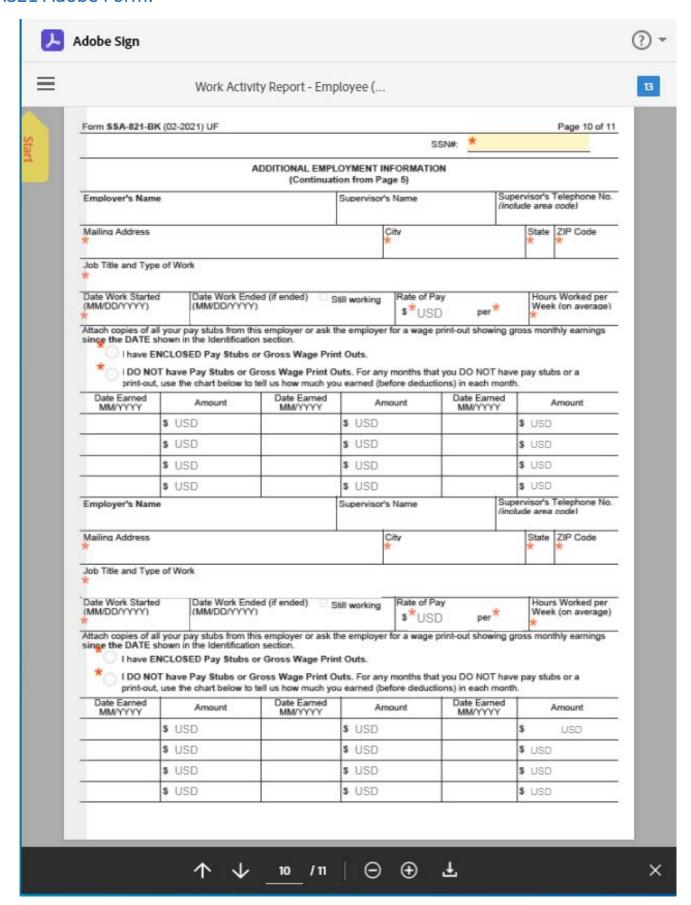


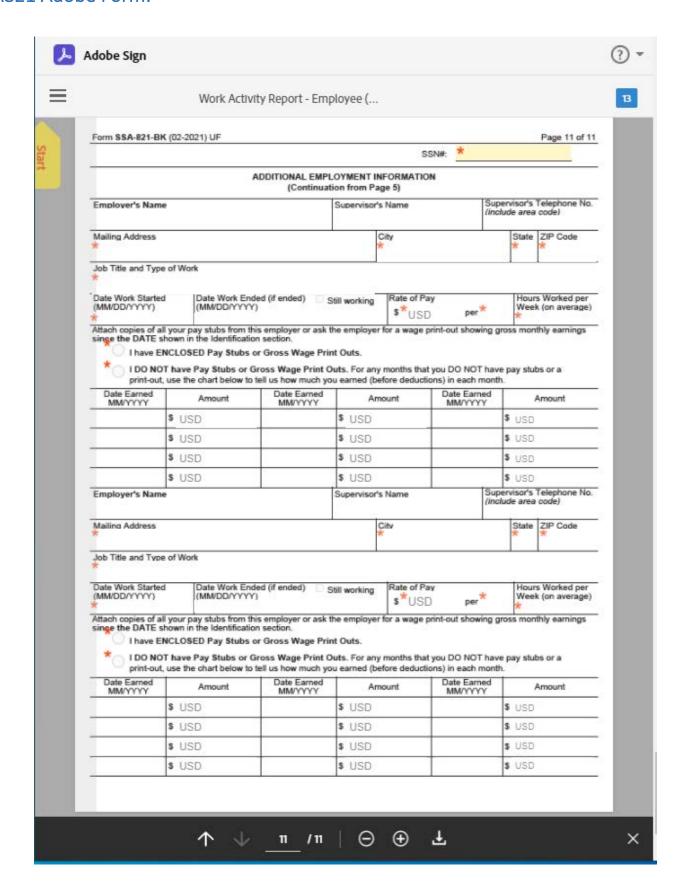




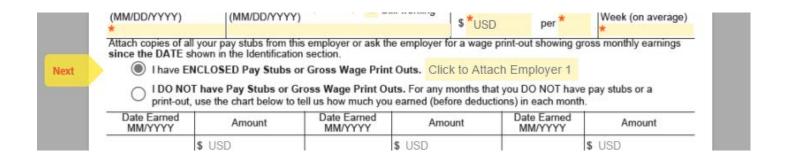
| Form SSA-821-BK (02-2021) UF | | | | | Page 8 of 1 |
|--|---|-----------------------------------|------------------------|---------------|-------------------------|
| | | SSN | * | | |
| | Additional Attachn | nents | 14- | | |
| form. You should also provide proof | as pay stubs or wage print outs from of any payments for items or services for any other employment-related doc intation, we will contact you. | s related to your | physical and | /or mental | |
| Click to Attach File 1 | Click to Attach File 2 | | Click to A | Attach File | 3 |
| Click to Attach File 4 | Click to Attach File 5 | | Click to Attach File 6 | | |
| Click to Attach File 7 | Click to Attach File 8 | | Click to Attach File 9 | | |
| that may determine or review my er or my work. | Signature or other organization to disclose to the ntitlement to disability benefits, any in y that I have examined all the inform | formation about | my physical a | and/or ment | al condition |
| statements or forms, and it is tru gives a false or misleading states | e and correct to the best of my kno ment about a material fact in this in it to prison, or may face other pena | wledge. I unde formation, or o | erstand that a | inyone who | knowingly |
| nature of Claimant, Beneficiary or Representative | | Self ▼ | Date * | | ode and none Number |
| Mailing Address (Number and Street | t. Apt. no., P.O. Box. or Rural Route) | City * | | State | ZIP Code |
| If this statement is signed with a mar sign below, giving their full addresse | k (e.g., X), two witnesses to the signiful sand telephone numbers. | ng who know th | e person mak | ing the state | manufacture of |
| Signature of Witness | | | Date | | ment must |
| | | | | 0.000 | Code and none Number |
| | t, Apt. no., P.O. Box, or Rural Route) | City | | State | ode and |
| | t, Apt. no., P.O. Box, or Rural Route) | City | Date | Area C | Code and none Number |

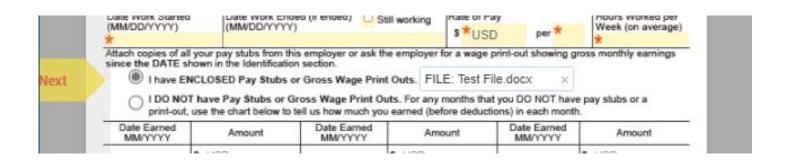






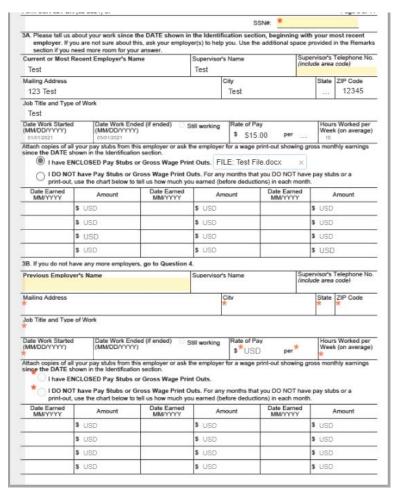
Adding Attachments:

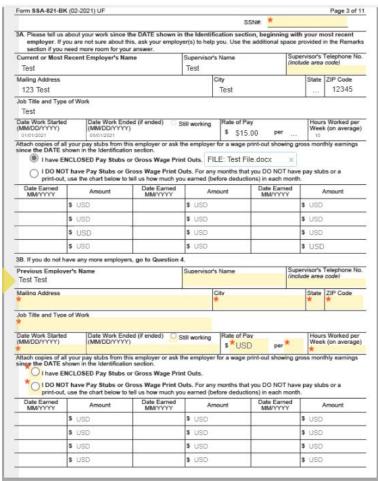




Users have the ability to add attachments to the document as they see fit. Once the file is uploaded the user will see the file name appear in the box where the attachment field was.

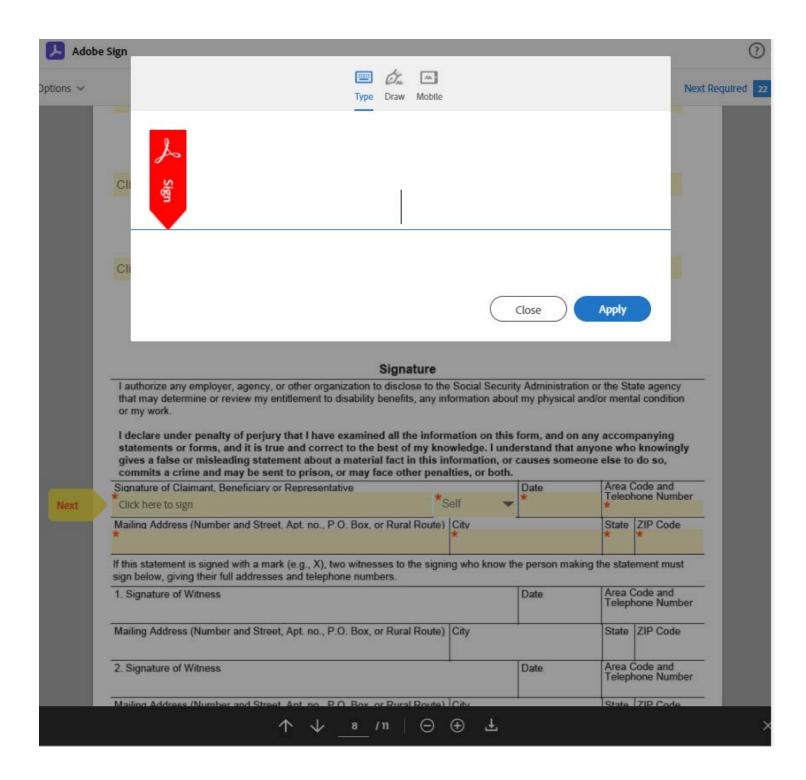
Example of Conditional Requirements:





The SSA-821's questions are based on conditional values. The example displayed above shows that by entering an employer in question 3B, the remaining fields for 3B are yellow allowing the user to enter information. Even though the fields for question 3B appear with an asterisk in the image to the left, they are not required until a value is entered in the conditional field "Previous Employer's Name."

Signature:



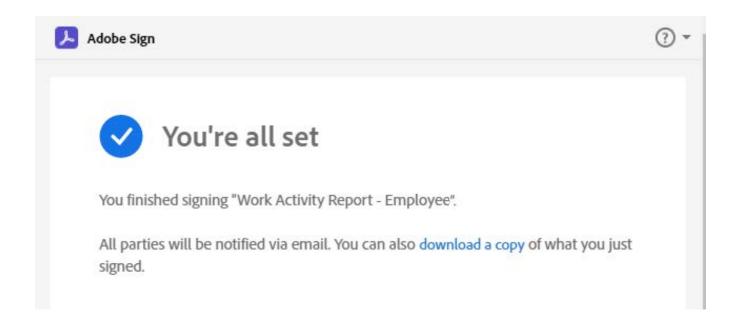
By clicking in the Signature field the user can type their name to sign the document.

Signature Completion:

| Signature | | | | |
|---|------------------------------------|--------------------|---|-------------|
| I authorize any employer, agency, or other organization to disclose to the that may determine or review my entitlement to disability benefits, any in or my work. | | | | |
| I declare under penalty of perjury that I have examined all the informatatements or forms, and it is true and correct to the best of my knot gives a false or misleading statement about a material fact in this in commits a crime and may be sent to prison, or may face other penaltics. | owledge. I under oformation, or | erstand that anyo | ne who | knowingly |
| Signature of Claimant, Beneficiary or Representative Test Test Self | | Date 06/11/2021 | Area Code and Telephone Number 1234587890 | |
| Mailing Address (Number and Street. Apt. no., P.O. Box, or Rural Route) | City | | State | ZIP Code |
| Test St | Baltimore | | 100 | 12345 |
| If this statement is signed with a mark (e.g., X), two witnesses to the signi sign below, giving their full addresses and telephone numbers. | ng who know th | e person making t | he state | ement must |
| Signature of Witness | | Date | Area Code and Telephone Number | |
| | City | | State | ZIP Code |
| Mailing Address (Number and Street, Apt. no., P.O. Box, or Rural Route) | | Date | Area (| Code and |
| Mailing Address (Number and Street, Apt. no., P.O. Box, or Rural Route) 2. Signature of Witness | | Date | Talani | hone Number |

Signature now appears on the form with the date it was signed appearing below signature. If all required fields are completed, user can "Click to Sign".

SSA821 Adobe Form Completion Page:



Final Email:

