Supplemental Security Income Telephone Wage Reporting -Instructions

Recipients, deemors, and representative payees reporting a change in wages can report **total** monthly wages to SSA by telephone. These instructions explain what recipients, deemors, and representative payees need to do in order to use the SSA phone system to report **total** monthly wages. Using the following charts to help you calculate your monthly wages is voluntary. Recipients, deemors, and representative payees who prefer not to report wages by telephone may use the mobile wage reporting application, the online wage reporting tool on the my Social Security website, or 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 Social Security office for assistance.

When you should call to report monthly 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 six days to call. If you miss reporting during the six-day reporting period at the beginning of the month, you can still report wages over the phone, via the mobile or internet application, or through your local Social Security office.

Things you need to have before you report wages by telephone

- ☑ The **caller's** Social Security number this is the person actually calling to report the wages
- ☑ The wage earner's Social Security number this is the person working
- ☑ The TOTAL amount of gross wages received for the entire month 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 for the entire month 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.

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, which is the amount of take home pay on the paycheck, or the direct deposit amount to your bank account. 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 $\underline{5}$ 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, unused vacation, or any other reason, use a separate line to enter the pay date and gross wages.

How Wage Earner is 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 received in the entire month. Add together all gross wages in Box B for each line where you have wage amounts. This is your total monthly wages. Put the total in Box C TOTAL.

Please double check that you only include all 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 the total gross wages received.

IMPORTANT:

- Please be sure to report wages from a quiet location, since background noise may cause the report to fail.
- Each month you should report the total gross wages received in the PREVIOUS month.

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

Call 1-866-772-0953 now to 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 Paperwork Reduction Act of 1995. 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 only 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 and the associated instructions package is 0960-0715; expiration date 08/31/2019.

Supplemental Security Income Wages for October 2018

Wages for **OCTOBER** Days to report in **NOVEMBER**

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

Please report October's wages during the first 6 days of November.

		BOX A		3	BOX B
Line 1	Date Paid:	October	2018	Gross Wages:	\$
Line 2	Date Paid:	October	2018	Gross Wages:	\$
Line 3	Date Paid:	October	2018	Gross Wages:	\$
Line 4	Date Paid:	October	2018	Gross Wages:	\$
Line 5	Date Paid:	October	2018	Gross Wages:	\$
Line 6	Date Paid:	October	2018	Gross Wages:	\$
	I DUAL			OTAL s Wages	\$

Use the **TOTAL Gross Wages** from **BOX C** when you report wages for OCTOBER 2018

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

Supplemental Security Income Wages for November 2018

Wages for **NOVEMBER** Days to report in **DECEMBER**

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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Please report November's wages during the first 6 days of December.

		BOX A			BOX B
Line 1	Date Paid:	November	2018	Gross Wages:	\$
Line 2	Date Paid:	November	2018	Gross Wages:	\$
Line 3	Date Paid:	November	2018	Gross Wages:	\$
Line 4	Date Paid:	November	2018	Gross Wages:	\$
Line 5	Date Paid:	November	2018	Gross Wages:	\$
Line 6	Date Paid:	November	2018	Gross Wages:	\$
	I DUA C			OTAL s Wages	\$

Use the **TOTAL Gross Wages** from **BOX C** when you report wages for NOVEMBER 2018

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

Supplemental Security Income Wages for December 2018

Wages for DECEMBER	Days to report in JANUARY 2019
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S	M	T	W	T	F	S
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13	14	15	16	17	18	19
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27	28	29	30	31		

Please report December's wages during the first 6 days of January.

		BOX A		BOX B					
Line 1	Date Paid:	December	2018	Gross Wages:	\$				
Line 2	Date Paid:	December	2018	Gross Wages:	\$				
Line 3	Date Paid:	December	2018	Gross Wages:	\$				
Line 4	Date Paid:	December	2018	Gross Wages:	\$				
Line 5	Date Paid:	December	2018	Gross Wages:	\$				
Line 6	Date Paid:	December	2018	Gross Wages:	\$				
	- 0 0			OTAL s Wages	\$				

Use the **TOTAL Gross Wages** from **BOX C** when you report wages for DECEMBER 2018

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

Supplemental Security Income Wages for January 2019

Wages for **JANUARY 2019**

Days to report in **FEBRUARY**

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		1	2	3	4	5	
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Please report January's wages during the first 6 days of February.

i		Please	report Janua	ry's wages	y's wages during the first 6 days of February.								
		BOX A	<u>.</u>			BOX B							
Line 1	Date Paid:	January	2019	Gross Wages:	\$								
Line 2	Date Paid:	January	2019	Gross Wages:	\$								
Line 3	Date Paid:	January	2019	Gross Wages:	\$								
Line 4	Date Paid:	January	2019	Gross Wages:	\$								
Line 5	Date Paid:	January	2019	Gross Wages:	\$								
Line 6	Date Paid:	January	2019	Gross Wages:	\$								
	В	OX C	TOT Gross V		\$								

Use the **TOTAL Gross Wages** from **BOX C** when you report wages for JANUARY 2019

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

Supplemental Security Income Wages for February 2019

Wages for **FEBRUARY**

Days to	report	in	MA	\mathbf{R}	CH
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24	25	26	27	28	29	30
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Please report February's wages during the first 6 days of March.

		BOX A		j	BOX B
Line 1	Date Paid:	February	2019	Gross Wages:	\$
Line 2	Date Paid:	February	2019	Gross Wages:	\$
Line 3	Date Paid:	February	2019	Gross Wages:	\$
Line 4	Date Paid:	February	2019	Gross Wages:	\$
Line 5	Date Paid:	February	2019	Gross Wages:	\$
Line 6	Date Paid:	February	2019	Gross Wages:	\$
	- 0 C			OTAL s Wages	\$

Use the **TOTAL Gross Wages** from **BOX C** when you report wages for FEBRUARY 2019

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

Supplemental Security Income Wages for March 2019

Wages for **MARCH**

Days to report in APRIL

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

Please report March's wages during the first 6 days of April.

		BOX A	I		 BOX B
Line 1	Date Paid:	March	2019	Gross Wages:	\$
Line 2	Date Paid:	March	2019	Gross Wages:	\$
Line 3	Date Paid:	March	2019	Gross Wages:	\$
Line 4	Date Paid:	March	2019	Gross Wages:	\$
Line 5	Date Paid:	March	2019 ,	Gross Wages:	\$
Line 6	Date Paid:	March	2019	Gross Wages:	\$
	- 0 0			TAL s Wages	\$

Use the TOTAL Gross Wages from BOX C when you report wages for **MARCH 2019**

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

Supplemental Security Income Wages for April 2019

Wages for APRIL

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26	27	28	29	30	31	

Please report April's wages during the first 6 days of May.

ı		1 100	ise repor	t Apin 3 w	ages	during the first 6 days of May.
		BOX A	L			BOX B
Line 1	Date Paid:	April		Gross Wages:	\$	
Line 2	Date Paid:	April	2019 ,	Gross Wages:	\$	
Line 3	Date Paid:	April	2019 ,	Gross Wages:	\$	
Line 4	Date Paid:	April	2019 ,	Gross Wages:	\$	
Line 5	Date Paid:	April	2019	Gross Wages:	\$	
Line 6	Date Paid:	April	2019 ,	Gross Wages:	\$	
				OTAL s Wages	\$	

Use the **TOTAL Gross Wages** from **BOX C** when you report wages for APRIL 2019

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

Supplemental Security Income Wages for May 2019

Wages for MAY

Days to report in **JUNE**

S	M	T	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
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Please report May's wages during the first 6 days of June.

		BOX A	-	10111111	 BOX B
Line 1	Date Paid:	May	2019	Gross Wages:	\$
Line 2	Date Paid:	May	2019 ,	Gross Wages:	\$
Line 3	Date Paid:	May	2019 ,	Gross Wages:	\$
Line 4	Date Paid:	May	2019 ,	Gross Wages:	\$
Line 5	Date Paid:	May	2019 ,	Gross Wages:	\$
Line 6	Date Paid:	May	2019 ,	Gross Wages:	\$
			TAL s Wages	\$	

Use the **TOTAL Gross Wages** from **BOX C** when you report wages for MAY 2019

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

Supplemental Security Income Wages for June 2019

Wages for JUNE

Days to report in **JULY**

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

Please report June's wages during the first 6 days of July.

]	BOX A		it valle s vi	ugos	BOX B
Line 1	Date Paid:	June	2019	Gross Wages:	\$	
Line 2	Date Paid:	June	2019 ,	Gross Wages:	\$	
Line 3	Date Paid:	June	2019 ,	Gross Wages:	\$	
Line 4	Date Paid:	June	2019 ,	Gross Wages:	\$	
Line 5	Date Paid:	June	2019 ,	Gross Wages:	\$	
Line 6	Date Paid:	June	2019	Gross Wages:	\$	
	ВО	X C		TAL S Wages	\$	

Use the **TOTAL Gross Wages** from **BOX C** when you report wages for JUNE 2019

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

Supplemental Security Income Wages for July 2019

Wages for JULY

Days to report in AUGUST

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

Please report July's wages during the first 6 days of August.

	BOX A			BOX B
	BUA F	1		вол в
Line 1	Date July Paid:	2019	Gross Wages:	\$
Line 2	Date July Paid:	2019	Gross Wages:	\$
Line 3	Date July Paid:	2019 ,	Gross Wages:	\$
Line 4	Date July Paid:	2019 ,	Gross Wages:	\$
Line 5	Date July Paid:	2019 ,	Gross Wages:	\$
Line 6	Date July Paid:	2019	Gross Wages:	\$
	вох с		TAL Wages	\$

Use the **TOTAL Gross Wages** from **BOX C** when you report wages for JULY 2019

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

Supplemental Security Income Wages for August 2019

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				1	2	3
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11	12	13	14	15	16	17
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Please report August's wages during the first 6 days of September.

ĺ			portru	gust s was	CB GG	ing the first o days of September.
		BOX A				BOX B
Line 1	Date Paid:	August	2019	Gross Wages:	\$	
Line 2	Date Paid:	August	2019 ,	Gross Wages:	\$	
Line 3	Date Paid:	August	2019 ,	Gross Wages:	\$	
Line 4	Date Paid:	August	2019	Gross Wages:	\$	
Line 5	Date Paid:	August	2019	Gross Wages:	\$	
Line 6	Date Paid:	August	2019 ,	Gross Wages:	\$	
	ВС	OX C		TAL s Wages	\$	

Use the **TOTAL Gross Wages** from **BOX C** when you report wages for AUGUST 2019

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

Supplemental Security Income Wages for September 2019

Wages	for	CED	LLI	IRED
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20	21	22	23	24	25	26
27	28	29	30	31		

Please report September's wages during the first 6 days of October.

	BOX A			BOX B				
Line 1	Date Paid:	September	2019 ,	Gross Wages:	\$			
Line 2	Date Paid:	September	2019 ,	Gross Wages:	\$			
Line 3	Date Paid:	September	2019 ,	Gross Wages:	\$			
Line 4	Date Paid:	September	2019	Gross Wages:	\$			
Line 5	Date Paid:	September	2019 ,	Gross Wages:	\$			
Line 6	Date Paid:	September	2019 ,	Gross Wages:	\$			
	- 0 O		TAL s Wages	\$				

Use the **TOTAL Gross Wages** from **BOX C** when you report wages for September 2019

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

SSA will insert the following revised Privacy Act Statement into the form as soon as possible:

Privacy Act Statement Collection and Use of Personal Information

Sections 205(a) and 1631(d) 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 us from making an accurate and timely decision on eligibility for Supplemental Security Income (SSI) benefits.

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

- To third party contacts such as private collection agencies and credit reporting agencies under contract with the Social Security Administration (SSA) and State motor vehicle agencies for the purpose of their assisting SSA in recovering overpayments; and
- To contractors and other Federal agencies, as necessary, for the purpose of assisting SSA 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) 60-0089, entitled Claims Folders System, as published in the Federal Register (FR) on April 01, 2003, at 68 FR 15784 and 60-0103, entitled Supplemental Security Income Record and Special Veterans Benefits, as published in the FR on January 11, 2006, at 71 FR 1830. Additional information, and a full listing of all of our SORNs, is available on our website at www.ssa.gov/privacy.