

Social Security Administration Mobile Wage Reporting App - Instructions



These instructions explain what SSI recipients, deemors, and representative payees need to do to use the SSA Mobile Wage Reporting App (available for download in the Google Play and the Apple App Store) to report **gross** wages from their pay stubs to SSA. Recipients, deemors and representative payees who prefer not to report wages by using the app may use the telephone wage reporting tool, 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 reporters who experience technical difficulties should contact their local Social Security office for assistance.

When you should 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 report. If you miss reporting during the first six-day reporting period at the beginning of the month, you can still report the wages using the mobile application, via the telephone or online application, or through your local Social Security Office.

Note: Wages reported after the sixth of each month might not be reflected accurately in a future month. SSA will mail a notice if there are changes to the payment amount explaining these changes and your right to appeal.

Things needed before reporting wages on a mobile device

- The **reporter's** Social Security number – this is the person actually using the mobile app to report the wages
- The **wage earner's** Social Security number – this is the person working
- Every paystub the wage earner received for the entire month. Every paystub at a minimum must show the pay date and gross wage amount. Gross wages are the amount of pay before taxes and other deductions.
- The **reporter's** name as it appears on their Social Security card

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 SSA Mobile Wage Reporting App to Your Device

Android Smartphones and Tablets

On your mobile device (from the Google Play Store)

1. Tap the "Google Play" icon. Tap the "Search" icon on your screen and type “**SSA Mobile Wage Reporting**” into the search bar that appears.
2. Navigate to the **SSA 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 Install button to download the **SSA Mobile Wage Reporting** app. Once the download is complete, you can tap Open to begin using the new app.

Apple iPhone and iPad

On your mobile device (from the Apple App Store)

1. Tap the "App Store" icon on the home screen of your iPhone or iPad. Tap "Search" at the bottom of the screen and type “**SSA 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. Tap the “Get” button to download the **SSA Mobile Wage Reporting** app. Once the download status bar under the new icon on your device has completed, you can access and begin using the new app.

How to Report Wages Using the Mobile Application

1. On the Report screen, select if you are reporting wages for yourself, other person(s) or both. 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 Report screen, titled “Personal Information”). Reporters should be at least 13 years of age or older.

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 the report is posted properly.

2. 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 “Personal Information – You Are Reporting For...” screen.

Note: Always enter SSN 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.

3. If you are reporting wages for yourself and another person, enter your own information first and after a successful submission, you will see a “Submit More Wages” button. Select this button to begin to submit wages for the other person. Enter their SSN and their wages; there is no need to enter your own information again.
4. On the Paystub Information screen take a picture, upload, or manually enter information for every paystub for the reporting month.
5. To take a picture of each paystub:
 - a. Place the paystub on a dark colored, non-reflective surface that is well lit.
 - b. Position the camera directly over the paystub (not angled).
 - c. Ensure all wage fields are in picture and can be read clearly.

- d. Take picture of paystub.
 - e. Once paystub information uploads to the Paystub Information screen, confirm the wage data is accurate. Fill in any missing fields and type in corrections as needed.
 - f. If needed, select +Add New button at the top of the Review screen to submit additional paystubs.
6. To upload a file of each paystub:
- a. Choose the paystub file to upload, one file at a time.
 - b. File size must be 10mb or less.
 - c. File type must be PDF, PNG, or JPG.
 - d. Once paystub information uploads to the Paystub Information screen, confirm the wage data is accurate. Fill in any missing fields and type in corrections as needed.
 - e. If needed, select +Add New button at the top of the Review screen to submit additional paystubs.
7. To manually enter each paystub:
- a. Select the Enter Manually tab at top of the Paystub Information screen.
 - b. Enter the requested data.
 - c. Confirm the wage data is accurate.
 - d. If needed, select +Add New button at the top of the Review screen to submit additional paystubs.

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

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 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 11/30/2022.

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. OMB 0960-0715

Additional information, and a full listing of all of our SORNs, is available on our website at www.ssa.gov/privacy.