

How to Report Wage Information to SSA?

2021 Fact Sheet on Work Incentives

Ways to report employment and wage information to Social Security:



Telephone



Mobile App



Mail



SSA Office



Online

NOTE: Only certain reporting options are available to individuals for reporting monthly wages

For more information and support on your work incentives, contact:

INDIANA WORKS
Work Incentives
Planning and Assistance

In Northern and
Central Indiana:
1-855-641-8382 (toll free)

In Southern Indiana:
1-800-206-6610 (toll free)

When should I report my wages?

You should report work activity to Social Security whenever you start or stop working, or if you have a change in earnings. You should always keep the receipts Social Security gives you when you make reports. You should keep receipts for goods or services you pay out of pocket that help you work and are related to an impairment, all of your pay stubs, and any notes you make about when and how you made the report all in one place. You can report wages by going in to the Social Security office that serves your area, or, you can use one of the new ways Social Security has to report your earnings that we will describe below.

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.

For Social Security Disability Insurance (SSDI) Beneficiaries

Report the monthly wage information by:

- sending a fax with the gross wage amount and applicable month;
- mailing a brief letter with the gross wage amount and applicable month;
- telephoning your local field office; or

New Online Wage Reporting for SSDI Beneficiaries

People who receive Social Security Disability Insurance (SSDI) benefits and their representative payees can report wages securely online through *my Social Security* portal. It's faster and easier than ever before for SSDI beneficiaries and their representative payees to report wages; you can avoid visiting a field office to report wages in person and still can print or save a receipt of their report.

When you sign up or log in to your *my Social Security* account, you'll have access to this application on your desktop, laptop, and mobile device. After you report your wages online, you can save or print a copy of your receipt.

This service recently became available for Supplemental Security Income (SSI) recipients. SSI recipients may continue to report wages through SSI Mobile Wage Reporting, SSI Telephone Wage Reporting, or by visiting a local field office.

How Do I Create an Account?

To create a *my Social Security* account, simply go to <https://www.ssa.gov/myaccount/> and follow the instructions provided or visit your local Social Security office.

Using the telephone and mobile application to report wages

The SSI Mobile Wage Reporting (SSIMWR) application allows reporting of the total gross monthly wages for the prior month using a mobile device. Wage reporters can download and install the free SSIMWR application on an Apple or Android mobile device.

Who can use SSI Telephone Wage Reporting (SSITWR) and SSI Mobile Wage Reporting (SSIMWR)?

Only certain individuals can report monthly wages using SSITWR or SSIMWR. Please contact your local Social Security office to see which wage reporting option is best for you, or call 1-800-772-1213 or 1-800-325-0778 (TTY). If SSITWR or SSIMWR is an option for you, the office will provide you with worksheets and informational instructions for how to report wages using either of these methods. Once you have been approved for SSI Telephone Wage Reporting (SSITWR), you may call 1-866-772-0953.

IMPORTANT: Please be sure to call the SSITWR from a quiet location, since background noise may cause the report to fail.

What you need before you report wages by telephone or mobile device

- The Social Security number of the person who is making the wage report (the caller or mobile device user);
- The Social Security number of the wage earner;
- The TOTAL monthly amount of gross wages for the wage earner. Gross wages are the amount of pay before taxes and other deductions;
- The caller's or mobile device user's name as it appears on their Social Security card.

When should you call or use the mobile application to report wages?

We encourage you to call the SSITWR system or use the SSIMWR application to report wages during the first six days of the month to help prevent an incorrect SSI payment. You can choose any of the first 6 days of the month to report. If you miss reporting during the 6-day reporting period at the beginning of the month, you can still report the prior month's total gross wages at any time during the month using either the telephone system, mobile application or report to your local Social Security office.

Wage Reporting Reminder for SSI beneficiaries

You can now sign up for email or text reminders to report monthly wages for SSI at <https://www.ssa.gov/ssiwagereporting/>

Is there another way to report wages?

Yes!

If using SSITWR or SSIMWR is not an option, you should report the following information to your local Social Security office:

- The total gross monthly wage amount for the prior month
- the name of the wage earner,
- the wage earner's social security number, and
- the name and social security number of the person who receives SSI.

IMPORTANT: We encourage consistent monthly wage reporting early in the month to help prevent SSI overpayments and underpayments.