



## Title II Fact Sheet - Wage Earning Reporting Responsibilities

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*January 2024*

### **Important Note:**

If you receive **both** Supplemental Security Income (SSI) and a Title II disability benefit (SSDI, DWB, CDB), you **must report** your earnings and work incentive usage to both programs separately. **Never assume** that if you have reported to one program that the other program also received the report. **Be sure any receipt indicates that you reported to both programs. If your receipt does not mention both programs, contact your local Social Security office immediately.**

When you work, Social Security requires that you report the following:

- If you start or stop work (initial reporting)
- After you report starting work, any changes to your hours, pay, or duties (on-going reporting)
- If you start paying for expenses that you need for work due to your disability (initial reporting and/or on-going reporting)
- If you start or stop receiving help from your employer or others to perform your job duties (on-going reporting)

### **Initial Report of Work**

As soon as you start your job, you will need to submit an initial report of your work. You will need to work at least one day before reporting, as Social Security will not accept future reports of work. You can submit this information to Social Security in-person, by phone, mail, or fax. At the very least this report should include your employer's name and your start date. In addition, Social Security may ask you to provide the hourly rate or salary, and the expected number of hours worked. If readily available, if you choose to use the [online reporting tool](#)

(<http://www.ssa.gov/myaccount>) you may provide your employer's Employer Identification Number (EIN). However, do not delay this notification if the EIN is not available at that time.

## **On-Going Wage Reporting**

After receiving your first month's earnings, you should report these earnings to Social Security as soon as possible and continue reporting your wages monthly. You should also report if you stop working. You can submit these reports to Social Security in-person, by mail, or by fax. You can find the address of your local Social Security office by asking your Community Work Incentive Coordinator (CWIC) or [online Social Security office locator](https://secure.ssa.gov/ICON/main.jsp) (<https://secure.ssa.gov/ICON/main.jsp>).

The report should include a copy of your pay stubs as well as the following information:

- Your social security number and benefit type,
- Your contact information, and
- Details about your employer and your position including your title, start/end date, pay rate, and average number of hours worked per week.
- If you wish to make future wage reports using My Social Security's My Wage Report (MWR), you must also provide the EIN. Sometimes you can locate this number on-line. Other times you will need to contact someone at your job, often the Human Resources Department or your supervisor.

Remember to include your Social Security number on each of the documents you are submitting and keep a copy for yourself. Be sure to ask for a receipt.

## **On-Going Wage Reporting Using Social Security's On-Line Reporting Tool**

The easiest way to continue to report your earnings and establish a record of the earnings with Social Security is through Social Security's on-line reporting tool. You can create a free [my Social Security account](#) to use the online wage reporting tool known as "my Wage Report" or MWR. Visit [www.ssa.gov/myaccount](http://www.ssa.gov/myaccount) to learn more or watch the [How to Report Wages to SSA](https://www.youtube.com/watch?v=3g_9I1C6SYw) YouTube video ([https://www.youtube.com/watch?v=3g\\_9I1C6SYw](https://www.youtube.com/watch?v=3g_9I1C6SYw)).

If you choose to use this method of reporting, you should input your monthly wages every month. Although this allows you to create a record of your monthly earnings, this reporting method will not notify Social Security when it is necessary to review your work and decide about your benefits.

If you want Social Security to approve the use of work incentives such as an Impairment Related Work Expense (IRWE) or Subsidy/Special Condition, you cannot do this using the on-line reporting tool. See below for more information on reporting these deductions.

If you are in your Extended Period of Eligibility (EPE) and no longer receiving a monthly benefit, you should stop reporting using the on-line reporting tool. Rather, you should report if your earnings fall below the Substantial Gainful Activity (SGA) amount through one of the other methods discussed below. If your benefits start again, you may start reporting again using the on-line tool.

### **On-Going Wage Reporting Using Other Reporting Methods**

If you do not use or cannot use the on-line reporting tool, you can report changes to your work activity by phone, mail, or in-person. Some local Social Security offices may discourage you from reporting monthly unless there is a change in your earnings that could affect your benefits. You should, however, keep all pay stubs in a safe place in case Social Security needs them for a case review. If your local Social Security office advises you to stop reporting, please contact your CWIC immediately. Your CWIC can work with you on determining when you should report your earnings now and in the future.

### **Establishing and Reporting Use of Work Incentives**

To establish an IRWE or Subsidy/Special Condition to reduce your countable earnings, you must contact your local Social Security office. Social Security will decide about these work incentives through a work Continuing Disability Review. You should work closely with your CWIC to request a decision from your local Social Security office about your use of these work incentives.

Once established, Social Security will continue to deduct the same amount for recurring IRWEs and Subsidy/Special Condition from your countable income each month that you continue to work. If the amount of the IRWE expense or the value of the help you receive on the job as a Subsidy/Special Condition changes, you should submit a [new form SSA-795](https://www.ssa.gov/forms/ssa-795) (<https://www.ssa.gov/forms/ssa-795.pdf>) along with proof of that change, such as expense receipts.

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