



## SSI Fact Sheet - 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:

- Notify Social Security when you start or stop your job (initial reporting)
- Report your gross amount of wages every month by the sixth day of the next month, using one of the methods described below. For example, if you receive wages in July, you must report the total gross amount within the first six days of August (on-going reporting)
- If you start paying for expenses that you need for work due to your disability, submit work incentive receipts so that Social Security can deduct this from your countable earnings (initial and on-going reporting)

### Initial Report of Work

As soon as you start your job, you should 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. This report should include your employer's name, your start date, and your estimated monthly earnings (Social Security will compute the monthly estimate if you provide the hourly rate or salary and the expected number of hours worked). If readily available, and you choose to use the [online reporting tool](http://www.ssa.gov/myaccount) (<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 by the 6th day of the next month and continue reporting your wages monthly. You should also report if you stop working. You may submit this report 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 using the online locator found at (<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.

At this time, you can also submit any proof of work incentive deductions, such as Impairment Related Work Expenses (IRWEs) and Blind Work Expenses (BWEs), or documentation of your eligibility for the Student Earned Income Exclusion (SEIE). Be sure to ask for a receipt.

## On-Going Wage Reporting Using Electronic Options

It is very important that you continue to report your earnings by the 6th of the following month. If you do not submit a timely report, Social Security will assume that you continue to earn the same as what you last reported. This can cause an overpayment or underpayment. There are several convenient electronic options for reporting, explained below. Keep in mind that you cannot establish or report any work incentive deductions, such as Impairment Related Work Expenses (IRWEs) or Blind Work Expenses (BWE), using these electronic options:

- **Online:** 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** YouTube video ([https://www.youtube.com/watch?v=3g\\_9I1C6SYw](https://www.youtube.com/watch?v=3g_9I1C6SYw)).
- **Mobile App:** You can download the free SSI Mobile Wage Reporting app onto your Apple or Android mobile device **Social Security Administration Mobile Wage Reporting App - Instructions** (<https://www.ssa.gov/MKWR-update/mwr-training-fy22.pdf>).

- **Telephone Wage Reporting:** You can use a special toll-free automated telephone system by calling 1-866-772-0953.

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

If you need to report wages and cannot use the electronic wage reporting options, you should submit information by phone, mail, or in-person. Remember to include your Social Security number on each of the documents you are submitting and keep a copy for yourself. If you deliver the information in-person, be sure to ask for a receipt.

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

To establish the Student Earned Income Exclusion (SEIE), Impairment Related Work Expenses (IRWE), or Blind Work Expenses (BWEs) you must contact your local Social Security office. 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 SEIE, and recurring IRWEs and BWEs from your countable income each month that you continue to work. If there is a change in these work incentives, you should submit a [new form SSA-795](https://www.ssa.gov/forms/ssa-795.pdf) along with proof of that change, such as expense receipts.

You can now [sign up for email or text reminders to report monthly wages for SSI](https://www.ssa.gov/ssiwagereporting/) on Social Security's website (https://www.ssa.gov/ssiwagereporting/).

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