When to Report

You need to report if:

- You, or your spouse, start or stop working.
- You already told them about you or your spouse’s work, but the hours or pay have changed so you are getting more or less than what you originally reported.
- You have Impairment Related Work Expenses or other work incentives.
- You have any income that is not from work, or you have over $2000 in assets ($3000 if married).
- You change your marital status, household size, or start or stop paying rent.
- If you are under 22 years of age, and regularly attending school or a training program.
- You move or change your address and/or phone number.

How to Report

- Use the smart phone application (SSI Mobile Wage Reporting App), the automated telephone wage reporting system, or online through your mySocialSecurity.gov account.
  - Only wages can be reported these ways. Any work incentives would need to be sent in via mail, fax, or in person.
  - See attached instructions on using these systems
  - Report total gross monthly wages the first six days of the month to avoid incorrect pay statements.
- Mail or fax copies of all pay statements, along with any documentation for IRWE, SEIE, etc.
  - When mailing or faxing Social Security, put Attn: SSI Unit
- Call your local Social Security office.
- Go your local Social Security office and turn in pay statements.

Note: If you are on both SSI and SSDI, you may need to report your work to both the SSI Unit and the SSDI Unit.

Helpful Tips

- Send Social Security copies of your documents, not your originals.
- Put your name and Social Security Number on every page you give to Social Security.
- Keep a log of any contact you have with SSA, including who you spoke to and when.
How to Report Online

- You must have a my Social Security account to access the application. To create a new account, or access a current account, go to: https://www.ssa.gov/myaccount/
- You should provide the Employer Identification Number (EIN) when you first report work to Social Security. The EIN may appear on pay statements and on W-2 forms.
  - Once the employer’s information is in the system associated with your case, the employer’s information should automatically be filled in for you the next time your report earnings through mySocialSecurity.
- The application will display a list of employers for you to choose. If you need to report wages for an employer not shown on the wage reporting screens, have self-employment earnings to report, or are reporting work activity with a new employer for the first time, you will need to contact the local Social Security Office.
  - Once Social Security enters the employer information into the system, the employer information will show in mySocialSecurity the next time you report.
- Social Security counts your gross earnings, so you will need your pay statements in front of you when you are reporting wages online. Required information includes: 1. frequency of pay, 2. pay period start date, 3. pay period end date, 4. gross pay and 5. pay date.
  - Please note that pay statements cannot be uploaded to the online wage reporting database.
- After reporting wages online, you can save or print a copy of the receipt.

Things to Know About Online Reporting

- You cannot use this application to report work incentives like IRWE or Subsidy. If you are using any work incentives, you will still need to report this information to your local Social Security office.
- Report within the first 6 days of the month to avoid incorrect SSI payments, but you may report at any time during the month.
- If you need to report your past wages (received before the prior month), you should contact your local Social Security office. Wages reported through the online wage reporting application are received at the time of submission.
- The online wage application is accessible via desktop, laptop, and mobile devices with Internet capability.
- Representative payees are able to report wages, but do not have access to beneficiaries’ other information.
- Online wage reporting is not currently available to people who receive Social Security Retirement benefits, need to report self-employment income, or do not have a U.S. mailing address.

Prepared by Utah Work Incentive Planning Services (UWIPS). For more info call (801) 887-9530