When to Report

You need to report if:
- You start or stop working.
- You already told them about your work, but your duties or pay have changed.
  - For example, when you start or stop earning over the Trial Work amount, or start or stop earning over the SGA amount (once your Trial Work Period is done).
- You have Impairment Related Work Expenses or Subsidies.
- You change your marital status or family size.
- You move or change your address and/or phone number.
- You start or stop receiving Worker’s Compensation benefits.

How to Report

- Online through your “my Social Security” account at: [www.ssa.gov/myaccount/](http://www.ssa.gov/myaccount/)
  - If you do not already have an account set up, you will need to create one. (See back side of this document for more info.)
  - FYI, work incentives (like IRWE or a Subsidy) cannot be reported online.
- Fill out a Work Activity Report (form 821) and send it in to the local Social Security office.
  - If you don’t have one,
    - Call your local office and they will send you one, or
    - Print it out from Social Security’s website [www.socialsecurity.gov](http://www.socialsecurity.gov). Go to their forms page, or search for 821.
  - FYI, you can report work incentives on the Work Activity Report.
- Mail or fax copies of all pay statements.
  - When mailing or faxing Social Security, put Attn: SSDI Unit
- Call your local Social Security office.
- Go into your local Social Security office with your pay statements, form 821, etc.

Note: SSDI usually counts earnings when you work, not necessarily when you get paid for the work. A good way to figure out your gross monthly income is to take the total number of hours worked in the month and multiply it by your hourly wage.
- Save and keep track of your pay statements and work schedule.

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.
Reporting Your Work Online—SSDI/CDB/DWB

Beneficiaries receiving Title II Disability benefits can report wage information through their “my Social Security” account.

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.

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.

• If you are receiving SSDI only, you may report wages up to two years prior to the current date. You may report a maximum of 104 pay periods for a maximum of 10 employers at each session. Additional pay periods may be reported in a subsequent session.
  ◦ Concurrent (SSDI/SSI) beneficiaries may report wages for the month prior to the current month. 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.