Supplemental Security Income Telephone Wage Report -Instructions

Beneficiaries, deemors and representative payees reporting a change in wages can report total <u>monthly</u> wages to SSA by telephone. These instructions explain what beneficiaries, deemors, and representative payees need to do in order to use the SSA phone system to report total <u>monthly</u> wages. Using the following charts to help you calculate your monthly wages is voluntary. Beneficiaries, deemors and representative payees who would rather not report wages by telephone can use the mobile wage reporting application or traditional reporting methods such as mailing or bringing paystubs into their local Social Security office. Monthly telephone reporters who experience technical difficulties should contact their local field office for assistance.

When you should call to report monthly wages

Please report wages during the first six days of the month to help prevent an incorrect SSI payment. You can choose which of the 6 days to call. If you miss reporting during the 6 day reporting period at the beginning of the month, you can still report the wages over the phone, mobile application, or report to your local Social Security office.

Things you need to have before you report wages by telephone

- ☑ The **caller's** Social Security number this is the person actually calling to report the wages
- ☑ The wage earner's Social Security number this is the person working
- ☑ The TOTAL amount of gross wages received for the entire month by the wage earner. Gross wages are the amount of pay before taxes and other deductions
- ☑ The caller's name as it appears on their Social Security card

How to figure the total wages for each month

Fill in the blanks on the attached worksheets. Use your worksheet to report wages for the entire month when you call the 800 number.

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.

How to fill-in the worksheet

Date Paid

Use Box **A** to show the date paid (payday).

Date Paid is the date (Month, Day, Year) the wage earner is paid (pay day).

Gross Wages

Use Box **B** to show the gross amount of wages.

Enter dollars and cents (\$ X,XXX. cc).

Use the wage earner's pay stub to find the gross wages. Gross wages are the amount of pay before taxes and other deductions. Do **not** enter net wages, the amount of take home pay on the paycheck, or the direct deposit amount to your bank. Do **not** enter the total wages for the year, also called the year-to-date (YTD) amount.

Use a Separate Line for Each Pay

You should fill-in a line for each pay date in a month.

If the wage earner is paid $\underline{2}$ times a month, you should fill-in **Line 1** and **Line 2**. If the wage earner is paid $\underline{3}$ times a month, you should fill-in **Line 1**, **Line 2** and **Line 3**.

If the wage earner is paid $\underline{4}$ times a month, you should fill-in **Line 1**, **Line 2**, **Line 3**, and **Line 4**.

If the wage earner is paid $\underline{5}$ times a month, you should fill-in **Line 1**, **Line 2**, **Line 3**, **Line 4** and **Line 5**.

If the wage earner gets an extra check for special pay such as an award, bonus, or unused vacation, or any other reason, use a separate line to enter the pay date and gross wages.

How Wage Earner Paid	Number of Pays a Month
Paid Weekly	4 Pays or 5 Pays
Paid Bi-Weekly (Every 2 Weeks)	2 or 3 Pays
Paid Bi-Monthly	2 Pays
Paid Monthly	1 Pay

Total Gross Wages

Use Box C to enter the total amount of gross wages received in the entire month. Add together all gross wages in Box B for each line where you have wage amounts. This is your total monthly wages. Put the total in Box C TOTAL.

Please double check that you only include all dates and amounts that you received in the month shown at the top of the page.

You are now ready to call in and report total gross wages received.

IMPORTANT:

- Please be sure to report wages from a quiet location, since background noise may cause the report to fail.
- Each month report the total gross wages received in the PREVIOUS month.

Remember, consistent and timely monthly wage reporting helps prevent SSI overpayments and underpayments.

Call 1-866-772-0953 now and make your report.

Wage Reporting Reminder

You can now sign up for email or text reminders to report monthly wages for SSI at www.socialsecurity.gov/ssiwagereporting/

Paperwork Reduction Act Statement

This information collection meets the requirements of 44 U.S.C. §3507, as amended by section 2 of the <u>Paperwork Reduction Act of 1995</u>. You do not need to answer these questions unless we display a valid Office of Management and Budget control number. We estimate that it will take about 5 minutes to read the instructions, gather the facts, and answer the questions.

You may send comments on our time estimate above to: SSA, 6401 Security Blvd., Baltimore, MD 21235-6401. Send <u>only</u> comments relating to our time estimate to this address, not the completed report.

The OMB control number for the Supplemental Security Income Telephone Wage Reporting System and the associated instructions package is 0960-0715; expiration date 06/30/2016.

Supplemental Security Income Wages for October 2014

Wages	for	OCT()BFR
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S	M	T W		T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Days to report in **NOVEMBER**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

		BOX A			BOX B
Line 1	Date Paid:	October	2014	Gross Wages:	\$
Line 2	Date Paid:	October	2014	Gross Wages:	\$
Line 3	Date Paid:	October	2014	Gross Wages:	\$
Line 4	Date Paid:	October	2014	Gross Wages:	\$
Line 5	Date Paid:	October	2014	Gross Wages:	\$
Line 6	Date Paid:	October	2014 ,	Gross Wages:	\$
	ВС	ОХС		OTAL s Wages	\$

Use the **TOTAL Gross Wages** from **BOX C** when you report wages for OCTOBER 2014

Call 1-866-772-0953 now and make your report

Supplemental Security Income Wages for November 2014

Wages for **NOVEMBER**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Days to report in **DECEMBER**

S	M	T	$oxed{\mathbf{W}}$	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

		BOX A			BOX B
Line 1	Date Paid:	November	2014	Gross Wages:	\$
Line 2	Date Paid:	November	2014	Gross Wages:	\$
Line 3	Date Paid:	November	2014	Gross Wages:	\$
Line 4	Date Paid:	November	2014	Gross Wages:	\$
Line 5	Date Paid:	November	2014	Gross Wages:	\$
Line 6	Date Paid:	November	2014	Gross Wages:	\$
	I DUA U		OTAL s Wages	\$	

Use the **TOTAL Gross Wages** from **BOX C** when you report wages for NOVEMBER 2014

Call 1-866-772-0953 now and make your report

Supplemental Security Income Wages for December 2014

Wages for **DECEMBER**

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Days to report in JANUARY 2015

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
19	19	20	21	22	23	24
25	26	27	28	29	30	31

		BOX A			BOX B
Line 1	Date Paid:	December	2014	Gross Wages:	\$
Line 2	Date Paid:	December	2014	Gross Wages:	\$
Line 3	Date Paid:	December	2014	Gross Wages:	\$
Line 4	Date Paid:	December	2014	Gross Wages:	\$
Line 5	Date Paid:	December	2014	Gross Wages:	\$
Line 6	Date Paid:	December	2014	Gross Wages:	\$
	E	вох с		OTAL s Wages	\$

Use the **TOTAL Gross Wages** from **BOX C** when you report wages for DECEMBER 2014

Call 1-866-772-0953 now and make your report

Supplemental Security Income Wages for January 2015

Wages for JANUARY, 2015

S	M	T	\mathbf{W}	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Days to report in **FEBRUARY**

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

		BOX A			BOX B
Line 1	Date Paid:	January	2015	Gross Wages:	\$
Line 2	Date Paid:	January	2015	Gross Wages:	\$
Line 3	Date Paid:	January	2015	Gross Wages:	\$
Line 4	Date Paid:	January	2015	Gross Wages:	\$
Line 5	Date Paid:	January	2015	Gross Wages:	\$
Line 6	Date Paid:	January	2015	Gross Wages:	\$
	ВС	OX C	TOT Gross V		\$

Use the **TOTAL Gross Wages** from **BOX C** when you report wages for

JANUARY 2015
Call 1-866-772-0953 now and make your report
KEEP PAY SLIPS AND THIS FORM FOR YOUR RECORDS

Supplemental Security Income Wages for February 2015

Wages	for	FER	RIJA	RY
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S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

Days to report in MARCH

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

		BOX A			BOX B
Line 1	Date Paid:	February	2015	Gross Wages:	\$
Line 2	Date Paid:	February	2015	Gross Wages:	\$
Line 3	Date Paid:	February	2015	Gross Wages:	\$
Line 4	Date Paid:	February	2015	Gross Wages:	\$
Line 5	Date Paid:	February	2015	Gross Wages:	\$
Line 6	Date Paid:	February	2015	Gross Wages:	\$
	В	ох с		OTAL s Wages	\$

Use the **TOTAL Gross Wages** from **BOX C** when you report wages for FEBRUARY 2015

Call 1-866-772-0953 now and make your report

Supplemental Security Income Wages for March 2015

Wages	s for	MA	\mathbf{R}	\mathbf{CH}
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S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Days to report in APRIL

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

		BOX A			BOX B
Line 1	Date Paid:	March	2015	Gross Wages:	\$
Line 2	Date Paid:	March	2015	Gross Wages:	\$
Line 3	Date Paid:	March	2015	Gross Wages:	\$
Line 4	Date Paid:	March	2015	Gross Wages:	\$
Line 5	Date Paid:	March	2015	Gross Wages:	\$
Line 6	Date Paid:	March	2015	Gross Wages:	\$
	ВО	X C		TAL s Wages	\$

Use the **TOTAL Gross Wages** from **BOX C** when you report wages for MARCH 2015

Call 1-866-772-0953 now and make your report

Supplemental Security Income Wages for April 2015

***	C	A TO	DIT
M/acac	tor	$\Lambda \mathbf{P}$	RII
Wages	101		

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Days to report in MAY

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

	I	BOX A	_		BOX B
Line 1	Date Paid:	April	2015	Gross Wages:	\$
Line 2	Date Paid:	April	2015	Gross Wages:	\$
Line 3	Date Paid:	April	2015	Gross Wages:	\$
Line 4	Date Paid:	April	2015	Gross Wages:	\$
Line 5	Date Paid:	April	2015	Gross Wages:	\$
Line 6	Date Paid:	April	2015	Gross Wages:	\$
	_ ~ ~ ~		OTAL s Wages	\$	

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Use the **TOTAL Gross Wages** from **BOX C** when you report wages for APRIL 2015

Call 1-866-772-0953 now and make your report

Supplemental Security Income Wages for May 2015

Wages for MAY

M	T	$\mathbf{W} \mid \mathbf{T} \mid$		F	S
				1	2
4	5	6	7	8	9
1	12	13	14	15	16

10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

31

Days to report in **JUNE**

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

]	BOX A	1		BOX B
Line 1	Date Paid:	May	2015	Gross Wages:	\$
Line 2	Date Paid:	May	2015	Gross Wages:	\$
Line 3	Date Paid:	May	2015	Gross Wages:	\$
Line 4	Date Paid:	May	2015	Gross Wages:	\$
Line 5	Date Paid:	May	2015	Gross Wages:	\$
Line 6	Date Paid:	May	2015	Gross Wages:	\$
			TAL s Wages	\$	

Use the **TOTAL Gross Wages** from **BOX C** when you report wages for MAY 2015

Call 1-866-772-0953 now and make your report

Supplemental Security Income Wages for June 2015

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Wages	tor	ALUINE
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S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Days to report in **JULY**

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

	F	BOX A	\		BOX B
Line 1	Date Paid:	June	2015	Gross Wages:	\$
Line 2	Date Paid:	June	2015	Gross Wages:	\$
Line 3	Date Paid:	June	2015	Gross Wages:	\$
Line 4	Date Paid:	June	2015	Gross Wages:	\$
Line 5	Date Paid:	June	2015	Gross Wages:	\$
Line 6	Date Paid:	June	2015	Gross Wages:	\$
			TAL S Wages	\$	

Use the **TOTAL Gross Wages** from **BOX C** when you report wages for JUNE 2015

Call 1-866-772-0953 now and make your report

Supplemental Security Income Wages for July 2015

***	C	TT	TT	T 7
Wages	$t \cap r$. Y
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S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Days to report in AUGUST

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

	BOX	A		BOX B
Line 1	Date July Paid:	2015	Gross Wages:	\$
Line 2	Date July Paid:	2015	Gross Wages:	\$
Line 3	Date July Paid:	2015	Gross Wages:	\$
Line 4	Date July Paid:	2015	Gross Wages:	\$
Line 5	Date July Paid:	2015	Gross Wages:	\$
Line 6	Date July Paid:	2015	Gross Wages:	\$
	вох с		TAL Wages	\$

Use the **TOTAL Gross Wages** from **BOX C** when you report wages for JULY 2015

Call 1-866-772-0953 now and make your report

Supplemental Security Income Wages for August 2015

Wages	for	AU	GI	JST
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S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Days to report in **SEPTEMBER**

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

	BOX A			BOX B
Line 1	Date August Paid:	2015	Gross Wages:	\$
Line 2	Date August Paid:	2015	Gross Wages:	\$
Line 3	Date August Paid:	2015	Gross Wages:	\$
Line 4	Date August Paid:	2015	Gross Wages:	\$
Line 5	Date August Paid:	2015	Gross Wages:	\$
Line 6	Date August Paid:	2015	Gross Wages:	\$
	вох с	BOX C Gross V		\$

Use the **TOTAL Gross Wages** from **BOX C** when you report wages for AUGUST 2015

Call 1-866-772-0953 now and make your report

Supplemental Security Income Wages for September 2015

Wages for Strait trivibe	es for SEPTEN	ЛВER	2
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S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Days to report in **OCTOBER**

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

		BOX A			BOX B
Line 1	Date Paid:	September	2015	Gross Wages:	\$
Line 2	Date Paid:	September	2015	Gross Wages:	\$
Line 3	Date Paid:	September	2015	Gross Wages:	\$
Line 4	Date Paid:	September	2015	Gross Wages:	\$
Line 5	Date Paid:	September	2015	Gross Wages:	\$
Line 6	Date Paid:	September	2015	Gross Wages:	\$
	F	вох с		OTAL s Wages	\$

Use the **TOTAL Gross Wages** from **BOX C** when you report wages for September 2015

Call 1-866-772-0953 now and make your report