

WAGE REPORTING FACT SHEET FOR SSA DISABILITY BENEFICIARIES

Updated 1/2019



If you are a Social Security disability beneficiary and receive Supplemental Security Income (SSI), Social Security Disability Insurance (SSDI) benefits or both, you are required to report your wages to the Social Security Administration (SSA).

- If you do not know which benefit you receive, contact your ADEN Representative or check to verify which benefit you receive in your “My Social Security” account at www.ssa.gov/myaccount.
- Timely reporting is important so that your benefits are paid correctly and to reduce the chance of being overpaid.

WHEN TO REPORT WAGES

When you start a new job, you must notify SSA and provide them with the following information:

- Your name and Social Security number,
- Name of your employer,
- Number of hours you work each week,
- Hourly rate, and
- The date you began working.

While you are working, you are also required to notify them when:

- Your pay and hours increase or decrease, and
- Your job ends or you get a new job.
- Be sure to report all monthly wages each month, by the 6th of the next month.
- If you have more than one job, include wages from all jobs. If you report wages online, be certain to report each job separately.

If you are reporting self-employment, you will need to contact the SSA office at 1-800-772-1213 (TTY 800-325-0778).

RECORD KEEPING

- If you are mailing, faxing, or taking your paycheck stubs to the SSA office, make copies and keep your copies in a safe place.
- SSA is required by law to provide you with a receipt no matter how you report. If they do not send or give you one, request the receipt confirming you have provided proof of your wages. Keep the receipt in a safe place. If you are overpaid by SSA, the receipt may help you.

The American Dream Employment Network (ADEN), an administrative Employment Network (EN), is a consortium of service providers and employers working together to create a path for individuals with disabilities to return to, or begin working, for the first time. ADEN is an approved Employment Network operating under the Social Security Administration’s Ticket to Work program.



American Dream Employment Network, a division of National Disability Institute, is an authorized Social Security Ticket to Work service provider.

PHONE: 844.687.2336

DEAF & HARD OF HEARING: 711

EMAIL: info@americandreamEN.org

WEB: AmericanDreamEN.org

HOW TO REPORT EARNINGS

Report your earnings monthly. Reporting methods may differ depending on the type of benefit you receive.

Social Security Disability Insurance (SSDI) or Supplemental Security Income (SSI) reporting wage options:

1. Go to “my Social Security” account www.ssa.gov/myaccount, and create a new account and then to report wages.
When you first report using the “my Social Security” account, you must have the Employer Identification Number (EIN) for your employer. The EIN may appear on paystubs and W-2 forms or you may need to ask your employer. Provide the first copy of your paystub to SSA and request that they add the employer’s EIN to your MySSA account so you can use online reporting.
2. Fax or mail paystubs to your local SSA office or visit the office to deliver copies of your paystubs.
 - o Make an appointment in advance, if possible.
 - o If you have receipts for disability-related items or services needed to work, include these with the paystubs you send to SSA.
 - o Write your Social Security number on each of the paycheck stubs, make copies and keep the copies in a safe place.
 - o If you need to find your nearest SSA Field Office, visit <https://secure.ssa.gov/ICON/>.

If you receive Supplemental Security Income (SSI), other options include:

1. SSI Telephone Wage Reporting phone system at 866-772-0953,
2. SSI Mobile Wage Reporting app at <http://bit.ly/1LZRSF7>.
 - You can sign up for email or text reminders to report monthly wages for SSI at <https://www.ssa.gov/ssiwagereporting/>.

If You Receive Both SSDI and SSI Benefits

You will need to report to **both** programs within Social Security. Earnings affect each benefit differently. You can choose one of two options:

1. Use the “my Social Security” account to report your earnings for both SSDI and SSI, **OR**
2. Use “my Social Security” account to report for SSDI and then use either the automated phone system or free wage reporting mobile app to report your earnings to the SSI program, **OR**
3. Fax or make copies of all paystubs and take or mail them to your local SSA office to report both SSDI and SSI. Make one copy for the SSDI program and one copy for the SSI program. Keep a copy for your records. If you need to find your nearest SSA Field Office, visit <https://secure.ssa.gov/ICON/>.



American Dream Employment Network, a division of National Disability Institute, is an authorized Social Security Ticket to Work service provider.

PHONE: 844.687.2336

DEAF & HARD OF HEARING: 711

EMAIL: info@americandreamEN.org

WEB: AmericanDreamEN.org