

Reporting Wages by Fax or Mail

To: **Social Security Administration**

Address

City, State, Zip Code

Program (SSI or SSDI)

From: **Recipient Name**

SSN#

Address

City, State, Zip Code

Telephone Number

Date: **Current Date**

Re: **Reporting Wages**

First note the recipient's name, address and phone number. If the recipient has a representative payee, note their contact information as well.

Mention the name of company (employer), address, city, state, zip code, telephone number and supervisor.

List any supports received in order to earn income. Name the agency/or person providing support, address, city, state, zip code and telephone number.

Include the following:

"The gross wages earned during the Month, Day, Year, totaled \$_____. Attached are the paystub receipts. Please return the receipts to the recipient (or representative payee, if appropriate) at the above address.

Please post the earnings received in each month. The money received from SSI plus earned income received each month are crucial to the support of food, shelter and utilities. Please do not estimate wages over a period of time.

If there are questions, please contact the recipient (or representative payee, if appropriate)."

Sign and date

