

Date \_\_\_\_\_

Dear Social Security Administration,

This letter is to inform you that \_\_\_\_\_ was recently hired for part time, paid employment. \_\_\_\_\_ meets Social Security's definition of "student child" and is eligible for the Student Earned Income Exclusion. Please see the attached documentation of employment and student status. Please call \_\_\_\_\_ at \_\_\_\_\_ with any further questions.

Sincerely,

Name of Student: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Employer: \_\_\_\_\_

Job Title: \_\_\_\_\_

Start Date: \_\_\_\_\_

Wage: \_\_\_\_\_

Estimate of hours to be worked each month: \_\_\_\_\_

(Wage X hours/month will give approximate monthly earned income to be excluded)

Proof of Student Status (Student Child) Circle all that apply:

- School ID card
- Letter from school verifying student status
- Please contact school at the following address/phone number to verify student status:

\_\_\_\_\_

- Other: \_\_\_\_\_

Is the student currently attending school? Yes No

Is the student expected to attend school during the next quarter? Yes No

Expected date of graduation from school: \_\_\_\_\_

Important:

- Please send these forms to your local Social Security office or Supplemental Security Claims Representative.
- Please remember to send the student's pay stubs to Social Security so they can verify that the student has earned less than the exclusion amount.