Supplemental Security Income
Telephone Wage Report -
Instructions

Beneficiaries, deemors and representative payees reporting a change in wages can report their monthly 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 monthly 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 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 wages

Report wages during the first 6 days of the month. You can choose which of the 6 days to call. But, you will not be able to report wages using the special 800 number after the sixth day of the month. If you miss reporting wages during the first 6 days of the month, report the wages to your local Social Security office.

Things you need to have before you to report wages by telephone

- ☑ The Social Security number of the person who is reporting wages (the caller)
- ☑ The Social Security number of the wage earner
- ☑ The TOTAL amount of gross wages received 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 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 2 times a month, you should fill-in **Line 1** and **Line 2**.
If the wage earner is paid 3 times a month, you should fill-in **Line 1, Line 2** and **Line 3.**
If the wage earner is paid 4 times a month, you should fill-in **Line 1, Line 2, Line 3,** and **Line 4.**
If the wage earner is paid 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.
Add together all gross wages in Box **B** for each line where you have wage amounts. This is your total. Put the total in Box C TOTAL.
Please double check that you only include 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.

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

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

Paperwork Reduction Act Statement

This information collection meets the requirements of 44 U.S.C. §3507, as amended by section 2 of the Paperwork Reduction Act of 1995. 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 only 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 07/31/2013.

OMB 0960-0715

Supplemental Security Income
Wages for October 2011

Wages for **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					

Days to report in **NOVEMBER**

S	M	T	W	T	F	S
		1	2	3	4	5
6						

	BOX A			BOX B		
Line **1**	Date Paid:	October	___, 2011	Gross Wages:	$	☐,☐☐☐.☐☐
Line **2**	Date Paid:	October	___, 2011	Gross Wages:	$	☐,☐☐☐.☐☐
Line **3**	Date Paid:	October	___, 2011	Gross Wages:	$	☐,☐☐☐.☐☐
Line **4**	Date Paid:	October	___, 2011	Gross Wages:	$	☐,☐☐☐.☐☐
Line **5**	Date Paid:	October	___, 2011	Gross Wages:	$	☐,☐☐☐.☐☐
Line **6**	Date Paid:	October	___, 2011	Gross Wages:	$	☐,☐☐☐.☐☐

BOX C	**TOTAL Gross Wages**	$	☐☐,☐☐☐.☐☐

Use the **TOTAL Gross Wages** from **BOX C** when you report wages for OCTOBER 2011

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

KEEP PAY SLIPS AND THIS FORM FOR YOUR RECORDS

Supplemental Security Income
Wages for November 2011

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	W	T	F	S
				1	2	3
4	5	6				

	BOX A			**BOX B**		
Line **1**	Date Paid:	November	___, 2011	Gross Wages:	$	☐,☐☐☐.☐☐
Line **2**	Date Paid:	November	___, 2011	Gross Wages:	$	☐,☐☐☐.☐☐
Line **3**	Date Paid:	November	___, 2011	Gross Wages:	$	☐,☐☐☐.☐☐
Line **4**	Date Paid:	November	___, 2011	Gross Wages:	$	☐,☐☐☐.☐☐
Line **5**	Date Paid:	November	___, 2011	Gross Wages:	$	☐,☐☐☐.☐☐
Line **6**	Date Paid:	November	___, 2011	Gross Wages:	$	☐,☐☐☐.☐☐
	BOX C		**TOTAL Gross Wages**		$	☐☐,☐☐☐.☐☐

↑

Use the **TOTAL Gross Wages** from **BOX C** when you report wages for NOVEMBER 2011

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

KEEP PAY SLIPS AND THIS FORM FOR YOUR RECORDS

Supplemental Security Income
Wages for December 2011

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, 2012**

S	M	T	W	T	F	S
1	2	3	4	5	6	

	BOX A			BOX B		
Line **1**	Date Paid:	December	___, 2011	Gross Wages:	$	☐,☐☐☐.☐☐
Line **2**	Date Paid:	December	___, 2011	Gross Wages:	$	☐,☐☐☐.☐☐
Line **3**	Date Paid:	December	___, 2011	Gross Wages:	$	☐,☐☐☐.☐☐
Line **4**	Date Paid:	December	___, 2011	Gross Wages:	$	☐,☐☐☐.☐☐
Line **5**	Date Paid:	December	___, 2011	Gross Wages:	$	☐,☐☐☐.☐☐
Line **6**	Date Paid:	December	___, 2011	Gross Wages:	$	☐,☐☐☐.☐☐
	BOX C		**TOTAL Gross Wages**		$	☐☐,☐☐☐.☐☐

Use the **TOTAL Gross Wages** from **BOX C** when you report wages for DECEMBER 2011

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

KEEP PAY SLIPS AND THIS FORM FOR YOUR RECORDS

Supplemental Security Income
Wages for January 2012

Wages for **JANUARY, 2012**

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 **FEBRUARY**

S	M	T	W	T	F	S
			1	2	3	4
5	6					

	BOX A		BOX B	
Line **1**	Date Paid:	January ___, 2012	Gross Wages:	$ ☐,☐☐☐.☐☐
Line **2**	Date Paid:	January ___, 2012	Gross Wages:	$ ☐,☐☐☐.☐☐
Line **3**	Date Paid:	January ___, 2012	Gross Wages:	$ ☐,☐☐☐.☐☐
Line **4**	Date Paid:	January ___, 2012	Gross Wages:	$ ☐,☐☐☐.☐☐
Line **5**	Date Paid:	January ___, 2012	Gross Wages:	$ ☐,☐☐☐.☐☐
Line **6**	Date Paid:	January ___, 2012	Gross Wages:	$ ☐,☐☐☐.☐☐
	BOX C	**TOTAL Gross Wages**		$ ☐☐,☐☐☐.☐☐

Use the **TOTAL Gross Wages** from **BOX C** when you report wages for JANUARY 2012

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 2012

Wages for **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	29			

Days to report in **MARCH**

S	M	T	W	T	F	S
				1	2	3
4	5	6				

	BOX A			BOX B		
Line **1**	Date Paid:	February	___, 2012	Gross Wages:	$	☐,☐☐☐.☐☐
Line **2**	Date Paid:	February	___, 2012	Gross Wages:	$	☐,☐☐☐.☐☐
Line **3**	Date Paid:	February	___, 2012	Gross Wages:	$	☐,☐☐☐.☐☐
Line **4**	Date Paid:	February	___, 2012	Gross Wages:	$	☐,☐☐☐.☐☐
Line **5**	Date Paid:	February	___, 2012	Gross Wages:	$	☐,☐☐☐.☐☐
Line **6**	Date Paid:	February	___, 2012	Gross Wages:	$	☐,☐☐☐.☐☐
	BOX C		**TOTAL Gross Wages**		$	☐☐,☐☐☐.☐☐

Use the **TOTAL Gross Wages** from **BOX C** when you report wages for FEBRUARY 2012
Call 1-866-772-0953 now and make your report
KEEP PAY SLIPS AND THIS FORM FOR YOUR RECORDS

Supplemental Security Income
Wages for March 2012

Wages for **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

Days to report in **APRIL**

S	M	T	W	T	F	S
1	2	3	4	5	6	

	BOX A	**BOX B**
Line **1**	Date Paid: March ___, 2012	Gross Wages: $ ☐,☐☐☐.☐☐
Line **2**	Date Paid: March ___, 2012	Gross Wages: $ ☐,☐☐☐.☐☐
Line **3**	Date Paid: March ___, 2012	Gross Wages: $ ☐,☐☐☐.☐☐
Line **4**	Date Paid: March ___, 2012	Gross Wages: $ ☐,☐☐☐.☐☐
Line **5**	Date Paid: March ___, 2012	Gross Wages: $ ☐,☐☐☐.☐☐
Line **6**	Date Paid: March ___, 2012	Gross Wages: $ ☐,☐☐☐.☐☐
	BOX C **TOTAL Gross Wages**	$ ☐☐,☐☐☐.☐☐

Use the **TOTAL Gross Wages** from **BOX C** when you report wages for MARCH 2012

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

KEEP PAY SLIPS AND THIS FORM FOR YOUR RECORDS

Supplemental Security Income
Wages for April 2012

Wages for **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					

Days to report in **MAY**

S	M	T	W	T	F	S
		1	2	3	4	5
6						

	BOX A	BOX B
Line **1**	Date Paid: April ___, 2012	Gross Wages: $ ☐,☐☐☐.☐☐
Line **2**	Date Paid: April ___, 2012	Gross Wages: $ ☐,☐☐☐.☐☐
Line **3**	Date Paid: April ___, 2012	Gross Wages: $ ☐,☐☐☐.☐☐
Line **4**	Date Paid: April ___, 2012	Gross Wages: $ ☐,☐☐☐.☐☐
Line **5**	Date Paid: April ___, 2012	Gross Wages: $ ☐,☐☐☐.☐☐
Line **6**	Date Paid: April ___, 2012	Gross Wages: $ ☐,☐☐☐.☐☐
	BOX C **TOTAL Gross Wages**	$ ☐☐,☐☐☐.☐☐

Use the **TOTAL Gross Wages** from **BOX C** when you report wages for APRIL 2012

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

KEEP PAY SLIPS AND THIS FORM FOR YOUR RECORDS

Supplemental Security Income
Wages for May 2012

Wages for **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		

Days to report in **JUNE**

S	M	T	W	T	F	S
					1	2
3	4	5	6			

	BOX A	BOX B
Line **1**	Date Paid: May ___, 2012	Gross Wages: $ ☐,☐☐☐.☐☐
Line **2**	Date Paid: May ___, 2012	Gross Wages: $ ☐,☐☐☐.☐☐
Line **3**	Date Paid: May ___, 2012	Gross Wages: $ ☐,☐☐☐.☐☐
Line **4**	Date Paid: May ___, 2012	Gross Wages: $ ☐,☐☐☐.☐☐
Line **5**	Date Paid: May ___, 2012	Gross Wages: $ ☐,☐☐☐.☐☐
Line **6**	Date Paid: May ___, 2012	Gross Wages: $ ☐,☐☐☐.☐☐
	BOX C **TOTAL Gross Wages**	$ ☐☐,☐☐☐.☐☐

↑

Use the **TOTAL Gross Wages** from **BOX C** when you report wages for MAY 2012

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

KEEP PAY SLIPS AND THIS FORM FOR YOUR RECORDS

Supplemental Security Income
Wages for June 2012

Wages for **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

Days to report in **JULY**

S	M	T	W	T	F	S
1	2	3	4	5	6	

	BOX A		BOX B
Line **1**	Date Paid: June ___, 2012		Gross Wages: $ ☐,☐☐☐.☐☐
Line **2**	Date Paid: June ___, 2012		Gross Wages: $ ☐,☐☐☐.☐☐
Line **3**	Date Paid: June ___, 2012		Gross Wages: $ ☐,☐☐☐.☐☐
Line **4**	Date Paid: June ___, 2012		Gross Wages: $ ☐,☐☐☐.☐☐
Line **5**	Date Paid: June ___, 2012		Gross Wages: $ ☐,☐☐☐.☐☐
Line **6**	Date Paid: June ___, 2012		Gross Wages: $ ☐,☐☐☐.☐☐
	BOX C	**TOTAL Gross Wages**	$ ☐☐,☐☐☐.☐☐

Use the **TOTAL Gross Wages** from **BOX C** when you report wages for JUNE 2012

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

KEEP PAY SLIPS AND THIS FORM FOR YOUR RECORDS

Supplemental Security Income
Wages for July 2012

Wages for **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				

Days to report in **AUGUST**

S	M	T	W	T	F	S
			1	2	3	4
5	6					

	BOX A		BOX B
Line **1**	Date Paid: July ___, 2012		Gross Wages: $ ☐,☐☐☐.☐☐
Line **2**	Date Paid: July ___, 2012		Gross Wages: $ ☐,☐☐☐.☐☐
Line **3**	Date Paid: July ___, 2012		Gross Wages: $ ☐,☐☐☐.☐☐
Line **4**	Date Paid: July ___, 2012		Gross Wages: $ ☐,☐☐☐.☐☐
Line **5**	Date Paid: July ___, 2012		Gross Wages: $ ☐,☐☐☐.☐☐
Line **6**	Date Paid: July ___, 2012		Gross Wages: $ ☐,☐☐☐.☐☐
	BOX C	**TOTAL Gross Wages**	$ ☐☐,☐☐☐.☐☐

Use the **TOTAL Gross Wages** from **BOX C** when you report wages for JULY 2012

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

KEEP PAY SLIPS AND THIS FORM FOR YOUR RECORDS

Supplemental Security Income
Wages for August 2012

Wages for **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	

Days to report in **SEPTEMBER**

S	M	T	W	T	F	S
						1
2	3	4	5	6		

	BOX A			**BOX B**		
Line **1**	Date Paid:	August	___ , 2012	Gross Wages:	$	☐ ☐ ☐ , ☐ ☐ ☐ . ☐ ☐
Line **2**	Date Paid:	August	___ , 2012	Gross Wages:	$	☐ ☐ ☐ , ☐ ☐ ☐ . ☐ ☐
Line **3**	Date Paid:	August	___ , 2012	Gross Wages:	$	☐ ☐ ☐ , ☐ ☐ ☐ . ☐ ☐
Line **4**	Date Paid:	August	___ , 2012	Gross Wages:	$	☐ ☐ ☐ , ☐ ☐ ☐ . ☐ ☐
Line **5**	Date Paid:	August	___ , 2012	Gross Wages:	$	☐ ☐ ☐ , ☐ ☐ ☐ . ☐ ☐
Line **6**	Date Paid:	August	___ , 2012	Gross Wages:	$	☐ ☐ ☐ , ☐ ☐ ☐ . ☐ ☐
	BOX C	**TOTAL Gross Wages**			$	☐ ☐ ☐ , ☐ ☐ ☐ . ☐ ☐

Use the **TOTAL Gross Wages** from **BOX C** when you report wages for AUGUST 2012

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

KEEP PAY SLIPS AND THIS FORM FOR YOUR RECORDS

Supplemental Security Income
Wages for September 2012

Wages for **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						

Days to report in **OCTOBER**

S	M	T	W	T	F	S
	1	2	3	4	5	6

	BOX A		BOX B	
Line **1**	Date Paid:	September ___, 2012	Gross Wages:	$ ☐,☐☐☐.☐☐
Line **2**	Date Paid:	September ___, 2012	Gross Wages:	$ ☐,☐☐☐.☐☐
Line **3**	Date Paid:	September ___, 2012	Gross Wages:	$ ☐,☐☐☐.☐☐
Line **4**	Date Paid:	September ___, 2012	Gross Wages:	$ ☐,☐☐☐.☐☐
Line **5**	Date Paid:	September ___, 2012	Gross Wages:	$ ☐,☐☐☐.☐☐
Line **6**	Date Paid:	September ___, 2012	Gross Wages:	$ ☐,☐☐☐.☐☐
	BOX C	**TOTAL Gross Wages**		$ ☐☐,☐☐☐.☐☐

Use the **TOTAL Gross Wages** from **BOX C** when you report wages for September 2012

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

KEEP PAY SLIPS AND THIS FORM FOR YOUR RECORDS