

What should I do when I start working?



1. Let Social Security know when you start working.

When you begin working, you need to let your Social Security claims representative know right away. You can report this in one of the following ways:

- Contact the local Social Security office and ask for your claims representative.
- Send a letter to your claims representative to tell them where you work, how many hours you work per week, your hourly wage, and when you receive your paycheck, example: the last day of the month, 10th and 25th of month, or every other Monday or Friday.
- Call Social Security at 1-800-772-1213 between the hours of 7:00 a.m. and 7:00 p.m. If you are hearing impaired, call 1-800-325-0778.

Did you know making an appointment with Social Security is easy!

Call one of the numbers above between 7:00 a.m. and 7:00 pm and ask for an appointment with your claims representative. For directions to your local office online, go to [SSA Office Locator](#) and enter your ZIP code.

2. Send copies of your paycheck stubs to Social Security.

If you receive SSI: You will need to send copies of ALL your paycheck stubs to your claims representative each month you work.

If you receive SSDI: You only need to send monthly paycheck stubs if you earn gross income over the Trial Work Period amount, or the Substantial Gainful Activity (SGA) amount, if you completed your Trial Work Period.

If you receive both SSI and SSDI: You need to send copies of ALL your paycheck stubs to both your SSI and SSDI claims representative as stated above.

Failure to report your earnings to Social Security could result in an overpayment or sanction of your benefits.

To report you can:

- Call 1-800-772-1213 to set up an appointment with your SSA claims representative. You can bring your paycheck stubs and ask to have them copied for your records. If possible, you should do this the first month you start working. This lets you meet your claims representative, discuss how best to report your wages each month, and

get any other questions answered. If you are unable to make an appointment at the Social Security office, you can go to the office when you have time, **OR**

- Send a letter to your SSA representative to tell them where you are working, how many hours you work per week and your hourly wage. Enclose copies of your paycheck stubs. **After the first month**, you can mail your paycheck stubs each month without making an appointment each month.

Make sure to get a receipt to show that you have reported. If you do not receive a receipt, follow up with your claims representative to make sure your paycheck stubs were received.

Where can I find the address for my Social Security office?

You can go to www.ssa.gov and click on "Find a Social Security Office". You can enter your zip code and the website will give you the address, phone number and map to your Social Security office.

2. What does my payee have to do?

You and your payee should work together to make sure your start of work is reported to Social Security and your paycheck stubs are sent every month by the tenth of the month after you earn the money. See number 2 above for more specific instructions.

3. Keep all letters and communications from Social Security.

It is a good idea to set up a notebook or folder for each year to:

- Store all letters and communications from Social Security;
- Keep copies or the originals of your paycheck stubs and letters you send to Social Security;
- Track all phone calls to Social Security, including the date, name of the person you spoke to, what the call was about, and the solution discussed.