



How to Report Your Income When You Are Working

A Few Facts

It is important to remember to report your earnings to the Social Security Administration (SSA) at the end of every month. Did you know that as an employed beneficiary you are responsible for reporting your earnings? If you receive Social Security Disability Insurance (SSDI) and/or Supplemental Security Income (SSI) benefits, you or your representative must promptly report any changes in your work activity.

SSA has a summary guide to employment supports for its beneficiaries called the Red Book. It serves as a general reference source about the employment-related provisions of the SSDI and SSI programs. The most updated version of the book may be found at <https://www.ssa.gov/redbook/>

You must tell the SSA right away if:

- You start or stop work;
- You already reported your work, but your duties, hours, or pay have changed;
- You start paying for expenses that you need for work due to your disability.

You can report changes in your work activity by phone, fax, mail, or in person. Call SSA's toll-free number at 1-800-772-1213 between 7 a.m. and 7 p.m., Monday through Friday, or you may call, visit, or write your local SSA office. You can find your local office on SSA's website at www.socialsecurity.gov.

Checklist

Regardless of what benefit(s) you are receiving, reporting is important and easier than you think.

- After one month of employment, go to your local SSA Office with your pay stubs.
- Meet with a SSA Representative to report your earnings.
- Make sure to write down the name of the SSA Representative with whom you speak and his or her phone number so that if you need to meet with him or her at a later date, you can set up an appointment.
- At the end of every month, copy your pay stubs, mark the date on the top, and send the originals to SSA. Put the copied pay stub in the folder/box/envelope with all of your other SSA information.
- Once SSA receives your stubs in the mail, the agency will enter the information into its computer system and mail you back your originals with a receipt.
- Put the original pay stubs and the receipts in the folder/box/envelope with all of your other SSA Information.

For additional information on how to report your income and related work expenses, you may access benefits planning and work incentive information at -

<http://www.socialsecurity.gov/disabilityresearch/workincentives.htm>

or by contacting the SSA at the toll-free number listed above or the Ticket to Work Call Center at 1-866-968-7842.

Contact Information

If you need more information or need help, please contact Disability Rights Pennsylvania (DRP) at 800-692-7443 (voice) or 877-375-7139 (TDD). The email address is: intake@disabilityrightspa.org.

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systemic changes to benefit persons with disabilities. While we cannot provide assistance to everyone, we do seek to provide every individual with information and referral options.

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PLEASE NOTE: For information in alternative formats or a language other than English, contact DRP at 800-692-7443, Ext. 400, TDD: 877-375-7139 or intake@disabilityrightspa.org.

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