



Reporting a Job and Wages to Social Security

1. Call the 800 number to let Social Security know that you are working. 1-800-772-1213.

- They will want to know where you are working, what your hours are, how much you are getting paid, and potentially the address and phone number of your employer, how often you get paid, as well as other details. BE PREPARED TO SHARE MORE INFORMATION.
- You may also call the local office to report a job start, but Social Security prefers you call the 800 number. Local numbers are listed below in the chart.* You may talk with whomever answers the phone, or ask to speak with your Claims Rep directly. If you do not know who that is, ask the person who answered the phone. Get your Claims Rep’s name and extension number. Write it down and pin it up somewhere you’ll remember to look.
- Also call them if your work stops, ends or changes, i.e., more hours or pay, etc.

**If your office is not listed below, call the 800 number and ask for your local office’s number.*

2. Establish with Social Security how you will be reporting monthly wages to them.*

- Call in wages (for SSI only) – 1-866-772-0953
- Use the free SSI Mobile Wage Reporting Smartphone App (for SSI only for iPhones and Droids) – search “SSI Mobile Wage Reporting” in the app store. Confirm with SSA it is okay for you to use this method of monthly reporting as there are limitations to its use.
- Send, fax or walk in your wages (see local addresses below)

**You may sign up to receive an email or text message wage reporting reminder! Contact SSA!*

City	Address	Local Phone #	Fax #
Bellevue	636 120th Ave. NE, Suite 100, Bellevue, WA 98005	1-866-574-2323	1-833-912-2340
Bellingham	710 Alabama St, Bellingham, WA 98225	1-866-256-6906	1-833-950-2612
Burien	151 SW 156 th St, Burien, WA 98166	1-866-964-7380	1-833-950-3236
Everett	3809 Broadway, Everett, WA 98201	1-866-563-4595	1-833-950-2616
Kent	321 Ramsay Way, Suite 401, Kent, WA 98032	1-866-931-7671	1-833-912-2342
Lynnwood	18905 33 rd Ave. W, Suite 207, Lynnwood, WA 98036	1-877-575-5197	1-833-950-3557
Mt. Vernon	710 E. College Way, Suite A, Mt. Vernon, WA 98273	1-866-931-7108	1-833-950-3238
Seattle Metro	915 2 nd Ave, Suite 901, Seattle, WA 98174 (9 th floor)	1-866-494-3135	1-833-346-7160
Seattle North	13510 Aurora Ave. N, Suite B, Seattle, WA 98133	1-866-931-2875	1-833-950-3234

3. Report wages monthly to SSA. Avoid an overpayment!

- SSA encourages you to call or use the app to report wages during the first 6 days of the month to help prevent an overpayment. You can choose any of the first 6 days of the month to report. If you miss reporting during the 6-day reporting period at the beginning of the month, you can still report the prior month's total gross wages at any time during the month using either the telephone system, mobile application or report to your local Social Security office.
- SSI cares about the pay dates, when you actually have money in your pocket.
- SSDI and DAC care about pay periods. Let SSA figure this one out.
- If sending in paystubs, send in copies, just in case they get lost.
- Some claims reps will say not to report unless you make a certain amount, depending on the benefit you receive. This is your decision; however, getting into a routine is always good.
- Use a calendar to help you track pay dates and when you need to report wages to SSA.

4. If you have questions specific to reporting, talk to your Social Security Claims Rep about it.

- They may clear up confusion and it’s always good to have a connection with your Claims Rep.
- The local SSA office is determined by where the representative payee lives. Go here to determine which office is yours: <https://secure.ssa.gov/ICON/main.jsp>.