

How to Report Work and Other Changes to Social Security

SSDI/CDB/DWB Beneficiaries

When to Report

You need to report if:

- You start or stop working.
- You already told them about your work, but your duties or pay have changed.
 - For example, when you start or stop earning over the Trial Work amount, or start or stop earning over the SGA amount (once your Trial Work Period is done).
- You have Impairment Related Work Expenses or Subsidies.
- You change your marital status or family size.
- You move or change your address and/or phone number.
- You start or stop receiving Worker's Compensation benefits.

How to Report

- Fill out a Work Activity Report (form 821) and send it in to the local Social Security office. OR
 - If you don't have one, call your local office and they will send you one. Or, you can print it out from Social Security's website— go to www.socialsecurity.gov and go to their forms page, or search for 821.
- Mail or fax copies of all check stubs you were paid that month. OR
 - When mailing or faxing Social Security, put Attn: SSDI Unit
- Call your local Social Security office.
- Go into your local Social Security office with your check stubs, form 821, etc.

Note: SSDI counts earnings when you work, not necessarily when you get paid for the work. A good way to figure out your gross monthly income is to take the total number of hours worked in the month and multiply it by your hourly wage.

- Save and keep track of your pay stubs *and* work schedule.

Tips: Put your name and Social Security Number on every page you give to Social Security. Keep a log of any contact you have with SSA, including who you spoke to and when.

Social Security Office Locations and Contact Info

<p>Provo 485 N Freedom Blvd. Provo, UT 84601 (866) 366-9549 FAX: (801) 375-4608</p>
--