

# Representative Payee Monthly Wage Reporting



## Securing today and tomorrow

**(NON-ORGANIZATIONAL PAYEES)**

We are excited to announce several convenient options for representative payees to report wages!

1. Report wages online — the most convenient option! Wages will update automatically and you do not have to mail paystubs each month.

- Create a *my* Social Security account: [www.ssa.gov/myaccount](http://www.ssa.gov/myaccount)
- Log in to your personal *my* Social Security account each month to report wages for the beneficiary you represent.

**NOTE:** If reporting wages for a new employer, you must contact Social Security to provide the Employer Identification Number (EIN) before you can enter wages online.



## 2. Fax the wages

### 3. Mail the wages

- You can mail **photocopies** of paystubs to your local Social Security office at the address below by the 10<sup>th</sup> of each month.
- **Please complete the bottom of this form and include with the paystubs.**

## Social Security Administration



**Name of Person Receiving Benefits:**

**SSN:** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_