

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
- 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

- You can fax paystubs to () by the 10th of each month.
- **Please complete the bottom of this form and include with your fax.**

3. Mail the wages

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

Social Security Administration

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Name of Person Receiving Benefits:

SSN: _ _ _ - _ _ - _ _ _