**Instructions**

Sign your letter.

You can mail, fax or deliver this letter in person, to your local Social Security office.

**Deliver your letter in person**

Call Social Security at 1-800-772-1213 and make an appointment to take the letter into the office. Take the letter to your social security office at [address of local ssa office].

Try to go early in the day.

You may have to wait to talk to someone.

When you give them the letter, ask them for a copy with a stamp of the date on it. Keep your copy in a safe place.

**Send your letter by “certified mail”**

After you sign (and date?) your letter, make a copy for yourself. Keep the copy in a safe place.

At the Post Office, ask to send your letter by certified mail (with return receipt?). They will give you a receipt.  Put the receipt with the copy of the letter you are keeping for yourself. Send the letter to [address of local ssa office].

**Fax your letter**

Fax your letter to [fax number of local SSA office]. Keep the paper receipt that shows the fax went through.

{{client.address\_block()}}

{{letter\_date}}

{{ssa\_office.address\_block()}}

Re: {{client}} {{client.ssn}}

Report of Change in [income, assets, living situation, etc.]

To the Social Security Administration:

I am writing to report a change in my {{change\_type}} [income, assets, living situation].

{#

A) IF CHANGE IS WORK AS EMPLOYEE

In {{date\_of\_change}}, I started working at {{job.employer}} at {{job.employer\_address}}. I work [number of hours per week] and get paid $[amount per hour, or gross salary]. Copies of my pay stubs are attached [if they have them].

B) IF CHANGE IS SELF-EMPLOYMENT

In [month, year or month, day year if they know it], I started working for myself doing [type of business – doing what, making what].  I work [number of hours per month]. My business earns about $[amount per month]. It costs me $[amount per month] in [type of deductible business expenses] to run my business.

#}

C) IF CHANGE IS NOT RELATED TO WORK (only for SSI recipients)

In {{date\_of\_change}},

* {%p for change in changes.true\_values() %}
* {%p if change == "move" %}
* I moved. My new address is {{client.address.on\_one\_line()}}
* {%p elif change =="household" %}
* My household changed. I [live alone, have roommates, live with my spouse]
* {%p else %}
* {{ change }}
* {%p endif %}
* {%p endfor %}

{%p if other\_changes %}

{{ other\_changes }}  
{%p endif %}

If you have questions, you can reach me at {{showifdef('client.phone\_number')}} or {{showifdef('client.email')}} or at my home address.

Sincerely,

${ showifdef('client.signature') }

${client}