**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 {{ssa\_office.address.on\_one\_line()}}.

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 {{ssa\_office.address.on\_one\_line()}}.

**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].

{%p if working %}

{%p for job in jobs.filter(employer\_type='employer') %}

On about {{job. start\_date}}, I started working at {{job.employer}} at {{job.employer\_address}}. I work {{job.hours\_per\_period \* job.period / 12}} per month and get paid {% if job.is\_hourly %} {{currency(job.hourly\_rate)}} per hour {%else %} {{currency(job.total(period\_to\_use=12))}} {% endif %}. Copies of my pay stubs are attached [if they have them].

{%p endfor %}

{%p endif %}

{%p if working\_for\_self %}

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.

{%p endif %}

{%p if changes.true\_values().number() > 0 %}

I {{'also' if working or working\_for\_self else ''}} need to report to Social Security that:

* {%p for change in changes.true\_values()%}
* {%p if change == "I moved" %}
* I moved on {{ change\_details[change].date}}. My new address is {{client.address.on\_one\_line()}}
* {%p elif change =="The number of people in my household changed" %}
* My household changed on {{ change\_details[change].date }}. {{ change\_details[change].reasons}}.
* {%p else %}
* {{ change }} on {{change\_details[change].date }}.
* {%p endif %}
* {%p endfor %}

{%p endif %}

{%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}