**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. 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**

You may be able to fax your letter to local SSA office. Call your office to find out. 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 {{ change\_type }}**

To the Social Security Administration:

I am writing to report a change in my {{change\_type}}.

{%p for job in employer\_jobs %}

On about {{job.start\_date}}, I started working at {{job.employer}} at {{job.employer\_address}}. I work {{job.normalized\_hours(12) }} hours every month and get paid {% if job.is\_hourly %} {{currency(job.hourly\_rate)}} per hour {%else %} {{currency(job.amount(period\_to\_use=12)) }} {% endif %}. {% if job.have\_pay\_stubs %} Copies of my pay stubs are attached.{% endif %}

{%p endfor %}

{%p for job in self\_jobs %}

In {{ job.start\_date }} , I started working for myself doing {{ job.self\_employment\_type }}.  I work {{job.normalized\_hours(12) }} hours every month. My business earns about {{ currency(job.amount(period\_to\_use=12)) }} every month. It costs me {{ currency(job.deductions) }} in expenses to run my business.

{%p endfor %}

{%p if benefits\_type == 'ssi' and 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 %}

{{ changes\_details}}

{%p endif %}

{%p if other\_changes %}

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

Please contact me if you have any questions.

Sincerely,

{{ showifdef('client.signature') }}

{{client}}

{{showifdef('client.phone\_number')}}

{{showifdef('client.email')}}