|  |
| --- |
| **{{ interview.intro\_prompt }}** |

**Important Notice:**

Report changes by the 10th day of the month after the changed happened. For example, if a change happened on January 15th, you must report by February 10th.

Failure to report by the deadline may result in an overpayment. Overpayments will likely be required to be repaid. If you aren’t sure if a change is important, contact your local SSA office to speak with a representative.

Call the SSA offices Monday – Friday, 8 a.m. – 7 p.m. +1 800-772-1213

TTY [+1 800-325-0778](tel:+1-800-325-0778) if you’re deaf or heard of hearing.

**Next steps**

If mailing or delivering in person, print two copies of this letter, and keep one in a safe place for yourself, along with proof of mailing (or who you spoke with if delivering in person or calling).

**Other ways to report changes**

**Online Portal**

**Many changes may now be reported online – visit** <https://www.ssa.gov/> and scroll to the “Manage My Benefits section or use the QR code below.

**A qr code on a white background

Description automatically generated**

**By Phone**

**Call the SSA offices Monday – Friday, 8 a.m. - 7 p.m. at 1-800-772-1213. If you are deaf or heard of hearing dial** [**+1 800-325-0778**](tel:+1-800-325-0778).

**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()}}**.

Tips for going in person:

* 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 notice by “certified mail”**

Print two copies of this letter, and keep one in a safe place for yourself, along with proof of mailing.

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()}}**.

## Learn More

For additional information, including managing your benefits & information, visit <https://www.ssa.gov/>.

{{client.address\_block()}}

{{letter\_date}}

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

Re: {{client}}

Social Security Number: {{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['The number of people in my household changed'].reasons.true\_values() }}.
* {%p else %}
* {{ change }} on {{ change\_details[change].date }}.

{%p endif %}

{%p endfor %}

{%p endif %}

{{showifdef('other\_changes')}}

{{showifdef('changes\_details')}}

Please contact me if you have any questions.

Sincerely,

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

{{client}}

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

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