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## REPORTING RESPONSIBILITIES FOR MOTHER'S OR FATHER'S INSURANCE BENEFITS

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### CHANGES TO BE REPORTED AND HOW TO REPORT

FAILURE TO REPORT MAY RESULT IN OVERPAYMENTS THAT MUST  
BE REPAYED, AND IN POSSIBLE MONETARY PENALTIES

- You change your mailing address for checks or residence.  
*(To avoid delay in receipt of checks you should ALSO file a regular change of address notice with your post office.)*

- Your citizenship or immigration status changes.

- You go outside the U.S.A. for 30 consecutive days or longer.

- Any beneficiary dies or becomes unable to handle benefits.

- Work Changes - On your application you told us you expect total earnings for \_\_\_\_\_ to be \$ \_\_\_\_\_.

You  (are)  (are not) earning wages of more than \$ \_\_\_\_\_ a month.

You  (are)  (are not) self-employed rendering substantial services in your trade or business.

(Report AT ONCE if this work pattern changes)

- Change of Marital Status - Marriage, divorce, annulment of marriage. You must report marriage even if you believe that an exception applies.

- Custody Change or Disability Improves - Report if a person for whom you are filing, or who is in your care dies, leaves your care or custody, changes address, or, if disabled, the condition improves.

- You are confined to jail, prison, penal institution or correctional facility for more than 30 continuous days for conviction of a crime or you are confined for more than 30 continuous days to a public institution by court order in connection with a crime.

- You begin to receive a retirement or disability government pension or annuity (from the Federal government or any State or any political subdivision thereof) or your pension or annuity amount changes.

- You have an unsatisfied felony or arrest warrant for more than 30 continuous days fro flight to avoid prosecution or confinement, escape from custody, or flight escape.

### WORK AND EARNINGS

For those under full retirement age, the law requires that a report of earnings be filed with SSA within 3 months and 15 days after the end of any taxable year in which you earn more than the annual exempt amount. You may contact SSA to file a report. Otherwise, SSA will use the earnings reported by your employer(s) and your self-employment tax return (if applicable) as the report of earnings required by law and adjust benefits under the earnings test. It is your responsibility to ensure that the information you give concerning your earnings is correct. You must furnish additional information as needed when your benefit adjustment is not correct based on the earnings on your record.

### HOW TO REPORT

You can make your reports by telephone, mail, or in person, whichever you prefer.

If you are awarded benefits, and one or more of the above change(s) occur, you should report by:

- Calling us TOLL FREE at 1-800-772-1213;

- If you are deaf or hearing impaired, calling us TOLL FREE at TTY 1-800-325-0778; or

- Calling, visiting or writing your local Social Security office at the phone number and address shown on your claim receipt.

For general information about Social Security, visit our web site at [www.socialsecurity.gov](http://www.socialsecurity.gov).

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### NOTICE ABOUT DOCUMENTS

We recommend that you keep all documents you submitted to us.

We are returning the documents you submitted with this claim.

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**Privacy Act Statement**  
**Collection and Use of Personal Information**

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Sections 202, 205, 223, 226, and 806 of the Social Security Act, as amended, allow us to collect this information. Furnishing us this information is voluntary. However, failing to provide all or part of the information may prevent us from making an accurate and timely decision on your entitlement or a dependent's entitlement to Social Security benefit payments.

We will use the information to determine your or a dependent's eligibility for Social Security benefits. We may also share your information for the following purposes, called routine uses:

1. To Federal, State, or local agencies (or agents on their behalf) for administering income maintenance or health maintenance programs (including programs under the Social Security Act). Such disclosures include, but are not limited to, release of information to: Railroad Retirement Board for administering provisions of the Railroad Retirement Act relating to railroad employment; for administering the Railroad Unemployment Insurance Act and for administering provisions of the Social Security Act relating to railroad employment; and Department of Veterans Affairs for administering 38 U.S.C. 1312, and upon request, for determining eligibility for, or amount of, veterans benefits or verifying other information with respect thereto pursuant to 38 U.S.C. 5106; and
2. To contractors and other Federal agencies, as necessary, for the purpose of assisting the Social Security Administration (SSA) in the efficient administration of its programs. We will disclose information under the routine use only in situations in which SSA may enter into a contractual or similar agreement with a third party to assist in accomplishing an agency function relating to this system of records.

In addition, we may share this information in accordance with the Privacy Act and other Federal laws. For example, where authorized, we may use and disclose this information in computer matching programs, in which our records are compared with other records to establish or verify a person's eligibility for Federal benefit programs and for repayment of incorrect or delinquent debts under these programs.

A list of additional routine uses is available in our Privacy Act System of Records Notices (SORN) 60-0059, Earnings Recording and Self-Employment Income System, 60-0089, entitled Claims Folders Systems, 60-0090, entitled Master Beneficiary Record, and 60-0321, entitled Medicare Database. Additional information and a full listing of all our SORNs are available on our website at [www.ssa.gov/privacy/sorn.html](http://www.ssa.gov/privacy/sorn.html).

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**Paperwork Reduction Act Statement** - This information collection meets the requirements of 44 U.S.C. § 3507, as amended by section 2 of the Paperwork Reduction Act of 1995. You do not need to answer these questions unless we display a valid Office of Management and Budget (OMB) control number. We estimate that it will take about 15 minutes to read the instructions, gather the facts, and answer the questions. **Send only comments relating to our time estimate above to: SSA, 6401 Security Blvd, Baltimore, MD 21235-6401**

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