

## **SAMPLE MEMORANDUM--TOOL**

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### ***REPORTING WAGES***

***Don't forget to be able to show proof of reporting***

**TO: Social Security Administration  
Address  
City, State, Zip Code**

**Program (SSI or SSDI)**

**FROM: Beneficiary Name  
SSN#  
Address  
City, State, Zip Code  
Telephone Number**

**DATE: Current Date**

**RE: Reporting Wages**

- 1. The payee, name, address and phone number.**
- 2. Name of Company (employer), Address, City, State, Zip Code, Telephone Number, and supervisor.**
- 3. List any supports received in order to earn income. Name of Agency/or person providing support, Address, City, State, Zip Code, telephone number.**
- 4. During the month of MONTH, DAY, YEAR, gross wages earned \$\_\_\_\_\_. Attached are pay stub receipts. Please return the receipts to the beneficiary at the above address.**
- 5. Please post each month the earnings received. The money received from SSI plus earned income received each month are crucial to the support of food, shelter and clothing. Please do not estimate wages over a period of time.**
- 6. If there are questions please contact the beneficiary or payee above.**