

Sample Online Benefit Verification Letter



Social Security Administration

Date: January 30, 2013
Claim Number: XXX-XX-0000A

JANE DOE
456 ANYWHERE AVENUE
MAINTOWN, USA 11111-1111

You asked us for information from your record. The information that you requested is shown below. If you want anyone else to have this information, you may send them this letter.

Information About Current Social Security Benefits

Beginning December 2012, the full monthly Social Security benefit before any deductions is \$223.90. We deduct \$0.00 for medical insurance premiums each month.

The regular monthly Social Security payment is \$223.00.
(We must round down to the whole dollar.)

Social Security benefits for a given month are paid the following month. (For example, Social Security benefits for March are paid in April.)

Your Social Security benefits are paid on or about the fourth Wednesday of each month.

Information About Past Social Security Benefits

From December 2011 to November 2012, the full monthly Social Security benefit before any deductions was \$220.70.

We deducted \$0.00 for medical insurance premiums each month.

The regular monthly Social Security payment was \$220.00.
(We must round down to the whole dollar.)

Type of Social Security Benefit Information

You are entitled to monthly retirement benefits.

Date of Birth Information

The date of birth shown on our records is May 29, 1949.

If You Have Any Questions

If you have any questions, you may call us at 1-800-772-1213, or call your local Social Security office at 800-000-0000. We can answer most questions over the phone. You can also write or visit any Social Security office. The office that serves your area is located at:

SOCIAL SECURITY
123 MAIN STREET
MAINTOWN, USA 11112-1111

If you do call or visit an office, please have this letter with you. It will help us answer your questions.

Social Security Administration



my Social Security

YOUR ONLINE ACCOUNT ... YOUR CONTROL ...

www.socialsecurity.gov/myaccount

How can I get a benefit verification letter?

If you need proof that you get Social Security benefits, Supplemental Security Income (SSI) or Medicare, you can get a benefit verification letter online by using your my Social Security account. This letter is sometimes called a "budget letter," a "benefits letter," a "proof of income letter," or a "proof of award letter." You can also get proof that you have never received Social Security benefits or SSI or proof that you have applied for benefits.

To create or sign in to your account to get a benefit verification letter, go to *Sign In Or Create An Account*. You will be able to view, print, and save the letter immediately. If you receive benefits or have a pending application, you will have the option to request to have a copy mailed to you within 10 business days. We will mail your benefit verification letter to the address we have on file. If your address is incorrect in our records and you get Social Security benefits, you should update your address through your personal my Social Security account, or by contacting us to update your address. If you get SSI benefits, you will need to contact us to update the address.

You cannot get a benefit verification letter online for another person, such as a spouse or child, unless the person is a beneficiary for whom you are an active representative payee.

If you can't or don't want to use your my Social Security account, or you need a letter for someone other than yourself, you can call us at 1-800-772-1213 (TTY 1-800-325-0778), Monday through Friday from 8:00 am to 7:00 pm.