November 3, 2026

Social Security Administration [Use the verified receiving office address] [City, state and ZIP]

Re: Change of Address / Phone Number for Jamie Example
Date of birth: May 16, 1960. Name under which benefits are paid: Jamie Example. Social Security number under which benefits are paid (enter privately on the copy for SSA): _____.

Dear Social Security representative,

I am reporting the facts below. Please tell me what further information or agency procedure is necessary. This letter does not itself change a payment account, complete a formal benefit application, appoint a representative payee or replace a required Social Security Administration form.

Person reporting: Jamie Example, 100 Example Street. Telephone: 312-555-0100. Email: example@example.org.
Relationship or authority: Power-of-attorney holder, without SSA payee appointment.
Benefit reported: Both SSI and SSDI. **Date of change:** October 20, 2026.

Address or telephone

Prior address: 100 Example Street. New address: 200 Example Street. Previous telephone: 312-555-0100. New telephone: 312-555-0100. Household or care setting as reported: A relative moved into the household on October 20.. The beneficiary moved from IL to TX. Please record the date and living arrangement and advise whether a supplement or other agency needs a separate report.

I can supply further information through an official, verified channel. I request confirmation of receipt or directions for follow-up.

Person reporting

_____ PRINTED NAME

_____ SIGNATURE

_____ DATE

Address Social Security Change in Information - LocalLaw.com - SAMPLE

KEEP THIS REPORTING CHECKLIST WITH YOUR RECORDS

Report and confirm. A printed or mailed letter may give SSA information. Confirm receipt and whether the required action was completed. Keep dates, the office contacted and any receipts. Do not send a full Social Security number, bank credentials or original identity documents to an unverified destination. Use SSA's office locator to identify the correct office.

Your role. Anyone can report facts or suspected misuse. Sharing information does not itself give you authority to receive protected records, sign a claim, change banking or manage payments. A power of attorney, guardianship order, family relationship, or appointment to represent a claimant does not by itself appoint a Social Security representative payee. Use the authorization for the particular task. A payee may manage only the SSA benefits within the appointment. At death, the payee appointment ends and SSA gives separate instructions for remaining funds. SSA payee guidance.

SSI changes. For a written SSI report, complete the benefit-record name and full Social Security number privately on your downloaded copy before submitting it to the verified SSA office. Include the name of the person affected, the event and date, and your name. You can also report by phone or through an SSA office. Contents of an SSI report. Ways to report. Report a change promptly and no later than 10 days after the end of the month of the change when a report is required. Income, resources, household and living arrangements, confinement and periods abroad may matter. Keep the SSA receipt. Report SSI changes.

Address and contact. Use SSA's contact information service. Some beneficiaries must call or make an appointment to complete an update. Report any change in living arrangement separately when it affects SSI. Changing postal forwarding does not update SSA.

State SSI supplement

Current residence: TX. This state administers supplemental payments for eligible categories. Federal SSI changes go to SSA. Check the state award and the state program's own reporting instructions. Receipt of federal SSI alone does not establish a state payment. Texas HHSC provides a state supplement for qualifying SSI recipients receiving the reduced federal payment in certain institutional settings. Report federal changes to SSA and follow HHSC's instructions for Medicaid, facility or personal-needs changes.
Previous residence: IL. This state administers supplemental payments for eligible categories. Federal SSI changes go to SSA. Check the state award and the state program's own reporting instructions. Receipt of federal SSI alone does not establish a state payment. Illinois Department of Human Services administers AABD Cash for eligible people. Follow the reporting instructions on an Illinois benefit notice for changes in household, income or resources. For a move, tell SSA when each residence and living arrangement changed and follow the reporting procedure for each affected program. The federal report alone does not

Address Social Security Change Information - LocalLion - SAMPLE

confirm that both states processed the move. SSA's state supplement administration table. Separate Medicaid, food, cash or housing programs can have their own reporting channels.

Address Social Security Change in Information • DocumentLocal • SAMPLE