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: I am the beneficiary.
Benefit reported: Both SSI and Social Security retirement. **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..

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 | LocalHalo.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.

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: MD. 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.

SSA's state supplement administration table. Separate Medicaid, food, cash or housing programs can have their own reporting channels.

A District-certified adult foster placement can be located outside D.C. Give both the physical address and the District placement or certification information. The District determines placement residence for this supplement. Notify SSA about any federal benefit changes and verify the placement with the referring agency or facility operator. The operator and referring agency use the District OSSP procedure; this worksheet does not certify or decertify a resident. For a transfer between participating facilities, identify both the old and new facility, addresses, and dates. Do not treat an inter-facility move as an automatic end of District coverage. District OSSP program. District operator and referring-agency placement instructions.

Address Social Security Change Information | LocalHelpLine | SAMPLE