

# Work History Report Social Security

SOCIAL SECURITY ADMINISTRATION Form Approved  
OMB No. 0960-0578

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**WORK HISTORY REPORT**

For SSA Use Only  
Do not write in this box.

**SECTION 1 - INFORMATION ABOUT THE DISABLED PERSON**

<b>A. Name (First, Middle Initial, Last)</b>   	<b>B. SOCIAL SECURITY NUMBER</b>  - -  
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**C. DAYTIME TELEPHONE NUMBER** *(If you have no number where you can be reached, give us a daytime number where we can leave a message for you.)*

(    )    -    ☐ Your Number    ☐ Message Number    ☐ None  
Area Code    Phone Number

**SECTION 2 - INFORMATION ABOUT YOUR WORK**

List all the jobs that you have had in the 15 years before you became unable to work because of your illnesses, injuries, or conditions.

Job Title	Type of Business	Dates Worked (Month & Year)	
		From	To
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

Form SSA-3369-BK (1-2005) ef (01-2005) Use 12-2003 Edition Until Supply Is Exhausted PAGE 1

Work History Report - Form SSA-3369-BK

**Work History Report Social Security** is an essential component of the Social Security Administration (SSA) database, detailing an individual's employment history. This report is crucial for determining benefits eligibility, calculating Social Security income, and ensuring accurate record-keeping. Understanding the work history report is vital for anyone navigating the Social Security system, whether applying for benefits or seeking to correct discrepancies in their records. This article will explore the significance, components, and steps to obtain a work history report from the SSA, as well as address common issues and questions.

# What is a Work History Report?

A work history report is a comprehensive record of an individual's employment history, as maintained by the Social Security Administration. This report includes details such as:

- Employer Information: Names and addresses of all employers where the individual has worked.
- Dates of Employment: Start and end dates for each job listed.
- Earnings: Reported income for each year of employment.
- Social Security Earnings Record: A summary of earnings reported to the SSA, which directly impacts benefit calculations.

This record is integral to assessing an individual's eligibility for Social Security benefits, including retirement, disability, and survivor benefits.

## The Importance of a Work History Report

Understanding and maintaining an accurate work history report is crucial for several reasons:

### Eligibility for Benefits

To qualify for Social Security benefits, individuals must have a certain number of work credits, which are earned based on their earnings. The work history report reflects these earnings and helps determine:

- Retirement Benefits: Amount of benefits available upon retirement.
- Disability Benefits: Eligibility for programs if an individual cannot work due to a disability.
- Survivor Benefits: Benefits available to family members after the death of a worker.

### Correcting Errors

Mistakes in the work history report can lead to significant issues, including reduced benefit amounts or ineligibility. Regularly reviewing the report allows individuals to identify discrepancies and take corrective actions promptly.

### Planning for Retirement

An accurate work history report aids in retirement planning. Individuals can assess their anticipated benefits and make informed decisions about retirement timing and savings strategies.

# How to Obtain Your Work History Report

Requesting a work history report from the SSA can be done through several methods. The following steps outline the process:

## 1. Online Request

- Visit the SSA's official website.
- Create or log into your "my Social Security" account.
- Navigate to the "Request a Replacement Social Security Card" section.
- Follow the prompts to access your earnings record.

## 2. Phone Request

- Call the SSA at 1-800-772-1213.
- Provide personal information for verification.
- Request your work history report; the SSA will mail it to you.

## 3. In-Person Request

- Locate your nearest SSA office using the SSA's office locator tool.
- Bring identification and any necessary documents.
- Request a copy of your work history report directly from a representative.

# Understanding Your Work History Report

Once you obtain your work history report, it's essential to understand its components. Here's how to interpret the information:

## 1. Employer Information

- Each employer is listed with the corresponding address.
- Ensure that all employers are accurately represented.

## 2. Dates of Employment

- Verify that the start and end dates match your records.
- Discrepancies can occur due to reporting errors or incomplete records.

### **3. Earnings Record**

- Review the reported earnings for each year.
- Check that the income reported aligns with your W-2 forms or tax returns.

## **Common Issues with Work History Reports**

Several issues may arise concerning work history reports. Recognizing these problems can help you address them effectively.

### **1. Missing Employment Records**

Occasionally, employers fail to report earnings to the SSA, resulting in missing employment records. If you notice missing entries, contact the employer to request wage information and report the discrepancy to the SSA.

### **2. Incorrect Earnings Information**

Errors in reported earnings can significantly impact benefit calculations. If the earnings on your report do not match your records, gather documentation (e.g., pay stubs, W-2s) and submit a correction request to the SSA.

### **3. Name Changes**

If you have changed your name (due to marriage, divorce, etc.) and did not update your information with the SSA, your work history report may not reflect your current name. To correct this, submit a name change request with the appropriate documentation.

## **How to Correct Errors in Your Work History Report**

If you identify errors in your work history report, follow these steps to initiate corrections:

### **1. Gather Documentation**

Collect evidence supporting your claim, such as:

- Pay stubs
- W-2 forms
- Tax returns
- Employment records

## **2. Contact the SSA**

- Call or visit your local SSA office.
- Provide the documentation and explain the discrepancies.
- Fill out any required forms to initiate a correction.

## **3. Follow Up**

Keep track of your request and follow up with the SSA to ensure that the corrections have been made. It may take several weeks to process your request.

## **Frequently Asked Questions (FAQs)**

### **1. How often should I check my work history report?**

It is advisable to check your work history report at least annually, especially as you approach retirement age, to ensure that all earnings are accurately reported.

### **2. Can I request a work history report for someone else?**

Generally, you cannot request someone else's work history report without their consent due to privacy laws. However, legal representatives may request this information with proper documentation.

### **3. What should I do if I suspect fraud related to my work history report?**

If you suspect fraud, contact the SSA immediately. They can investigate and take necessary actions to protect your information.

# Conclusion

The work history report is a vital tool for anyone interacting with the Social Security system. By understanding its components, obtaining your report, and addressing any discrepancies promptly, you can ensure that your employment history is accurately reflected. This accuracy is crucial for determining benefit eligibility and amounts. Regularly reviewing your work history report and staying informed about the Social Security process can lead to better financial planning and peace of mind regarding your future benefits.

## Frequently Asked Questions

### **What is a work history report for social security?**

A work history report for social security is a document that outlines an individual's employment history, detailing the jobs held, durations of employment, and earnings. It is used to determine eligibility for social security benefits.

### **How can I obtain my work history report from Social Security?**

You can obtain your work history report by creating an account on the Social Security Administration's (SSA) website, where you can access your earnings record and request a detailed work history report.

### **Why is my work history important for Social Security benefits?**

Your work history is crucial for Social Security benefits because it determines your eligibility and the amount of benefits you can receive based on your earnings over your working life.

### **What information is included in a work history report?**

A work history report typically includes job titles, employers, dates of employment, earnings, and the number of Social Security credits you've earned.

### **Can I correct errors in my work history report?**

Yes, if you find errors in your work history report, you can contact the Social Security Administration to request corrections. You may need to provide documentation to support your claims.

### **How often should I check my work history report?**

It's a good practice to check your work history report at least once a year to ensure that all your employment records are accurate and to avoid any issues when applying for

benefits.

## What should I do if I don't recognize an employer on my work history report?

If you don't recognize an employer on your work history report, you should investigate further, as it could be a clerical error. Contact the SSA for clarification and to address any discrepancies.

## Are there any fees associated with obtaining my work history report?

No, there are no fees to obtain your work history report from the Social Security Administration, as it is provided as part of their services to the public.

## How can I use my work history report when applying for Social Security benefits?

When applying for Social Security benefits, you can use your work history report to verify your earnings and employment history, which helps the SSA calculate your benefit amount accurately.

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