

DO NOT DELAY CALL TODAY

If you or anyone in your household receives **Social Security administered benefits or Massachusetts State Supplemental Payments SSP** you are required to provide a benefit letter dated within the last 60 days.

Do not send the notice or Form 1099 you received in December of last year!

Please follow these instructions on this page.

Instructions Regarding your Federal Social Security (SS), Social Security Disability Income (SSDI), and Supplemental Security Income (SSI) benefits

Social Security Verification –please request a **“Proof of Income Letter”** from SSA’s website or call the toll-free number.

- **SSA’s website**, go to ssa.gov. From the left side bar, select “What can you do online”; select “If you get benefits”; then select **“Request a Proof of Income Letter”**. Tenants should check the box “All Benefit Information Available”; OR
- Call the National toll-free **1-800-772-1213**. This information is free and the tenant should receive the letter in the mail within 10 days. You will need to make a separate phone call for each person receiving benefits. It only takes 10-12 minutes per call; OR
- Call the local Gardner office **1-844-371-8116**. During this time of COVID-19 pandemic, the local office is **NOT OPEN** to the public. Call them to **“Request a Proof of Income Letter”**.

Once you receive this letter, please mail all pages to this office in the Self-Addressed Envelope (SAE) provided or drop-off at the office.

I will make a copy and return the original to you.

Instructions Regarding the Massachusetts State Supplement Program (SSP)

For Benefit Verification of SSP– Recipients must call the MA Customer Service Center at **1-877-863-1128** to request a **“Benefit Verification”** form.

****Ask them to FAX it to 978-249-9604, if they can.****

I will make a copy and return the original to you.

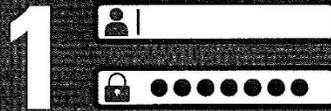
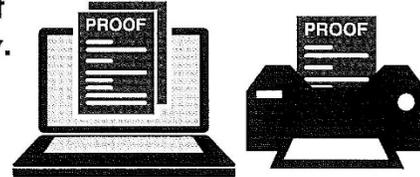
How to Get a Benefit Verification Letter



Securing today and tomorrow

Getting your benefit verification letter or proof of income letter is easy with *my* Social Security.

If you are applying for state or local benefits, a loan, mortgage, or assisted housing income, you may need proof of income from Social Security.



1 Sign in to or Create a *my* Social Security account.



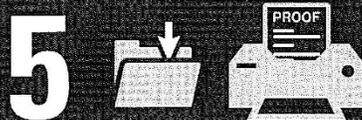
2 Select the blue **Replacement Documents** link on the right side of the screen.



3 Select **Get a Benefit Verification Letter** and customize your letter to suit your needs.



4 Select **Apply to Letter** when you're finished.



5 Print your letter by selecting **Print Now** or save it by selecting **Save a Copy**. Close the pop-up box when you're done!

Get your benefit verification letter or proof of income letter today!

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[SSA.gov/my-social-security](https://www.ssa.gov/my-social-security)

