Worksheet 4: Applicant Work History

FOR PERSONAL USE

The purpose of this worksheet is to help gather all of the personal, income, and work history information you need for your application. To use this worksheet, collect all of the documents and information on the list. Include a description of the type of work you performed and the length of time you held that type of job. Attach all separate documents to this worksheet. Remember that SSA has access to employer and wage information and can help collect any missing information. Do not delay your application while gathering this information.

Personal Information

- Original or certified copy of your birth certificate. If you weren't born in the United States, you need proof of U.S. citizenship or legal residency.
- Your checking or savings account number, if you have one.
- Social Security Number(s) for yourself, your spouse, and your minor children.
- Name, address, and phone number of a person who SSA can contact if they are unable to get in touch with you.

Work History Information

- If you were in the military service, the original or certified copy of military discharge papers (Form DD 214) for all periods of active duty.
- If you worked last year, include your W-2 Form from last year. Or if you were self-employed, your federal tax return (IRS 1040: Schedules C and SE).
- Workers' compensation information, including date of injury, claim number, and proof of payment amounts.
- Job descriptions and dates you worked in the past 15 years.