

## Applying for Social Security Disability Benefits

There are two ways a person may apply for Social Security Disability Benefits:

- 1) You may file an application online at SocialSecurity.gov  
OR
- 2) You may call Social Security at 1-800-772-1213 to schedule an appointment to file for benefits with a local Social Security representative. You may schedule either a telephone appointment or an in office appointment, whichever you prefer.

If you choose to file your application online, please follow the steps below:

- 1) **Log on to www.SocialSecurity.gov DO NOT go to any other website, as this is the ONLY legitimate Social Security website.**
- 2) On the homepage, click on **Online Services**
- 3) On the next page, click on **Apply for benefits**
- 4) On the next page, click on **Apply for Social Security disability benefits**
- 5) On the next page, there are several questions with answers that you may wish to read over before you begin your application. When you are ready to begin your application, click on the **Apply for Disability** box at the bottom of the page
- 6) On the next page click on the **Start a New Application** box and answer the following questions to complete your application for benefits.
- 7) Be sure to **Submit** your application to SSA when are finished with it.

We have attached the two forms listed below to assist you with filing your application. These forms will be helpful whether you choose to file your application online or schedule an appointment to file with a Social Security representative. Please read through these forms and complete the worksheet as fully as possible. **\*\*Please note that you do not need exact dates of doctor's appointments, generally month and year of appointment is acceptable. You want the information to be as accurate as possible so that the disability agency may request your relevant medical records from your treating sources.\*\***

- A) A Checklist for Online Adult Disability Application  
AND
- B) A Medical and Job Worksheet-Adult form

If you have additional questions about filing your application for benefits, please call Trisha at 402-477-0230 x 2.



# Social Security Administration

## Checklist For Online Adult Disability Application

This checklist will help you gather the information you may need to complete the online adult Disability application process. We recommend you print this page to use while you gather your information. We hope you find our online application easy and convenient.

<b>Birth and Citizenship Information</b> If you were born outside the United States or its territories: <ul style="list-style-type: none"> <li>Name of your birth country at the time of your birth (it may have a different name now)</li> <li>Permanent Resident Card number (if you are not a U.S. Citizen)</li> </ul>	
<b>Marriage and Divorce</b> <ul style="list-style-type: none"> <li>Name of current spouse and prior spouse (if the marriage lasted more than 10 years or ended in death)</li> <li>Spouse(s) date of birth and SSN (optional)</li> <li>Beginning and ending dates of marriage(s)</li> <li>Place of marriage(s) (city, state or country, if married outside the U.S.)</li> </ul>	
<b>Names and Birth Dates of Children Who</b> <ul style="list-style-type: none"> <li>Became disabled prior to age 22, or</li> <li>Are under age 18 and are unmarried, or</li> <li>Are aged 18 to 19 and still attending secondary school full time</li> </ul>	
<b>U.S. Military Service</b> <ul style="list-style-type: none"> <li>Type of duty and branch</li> <li>Service period dates</li> </ul>	
<b>Employer Details for Current Year and Prior 2 Years (not self-employment)</b> <ul style="list-style-type: none"> <li>View your Social Security Statement online at: <a href="http://www.ssa.gov/myaccount">www.ssa.gov/myaccount</a></li> <li>Employer name</li> <li>Employment start and end dates</li> <li>Total earnings (wages, tips, etc.)</li> </ul>	
<b>Self-Employment Details for Current Year and Prior 2 Years</b> <ul style="list-style-type: none"> <li>View your Social Security Statement online at: <a href="http://www.ssa.gov/myaccount">www.ssa.gov/myaccount</a></li> <li>Business type and total net income</li> </ul>	
<b>Direct Deposit</b>  <b>Domestic bank (USA)</b> <ul style="list-style-type: none"> <li>Account type and number</li> <li>Bank routing number</li> </ul>	<b>International Bank (Non-USA)</b> <ul style="list-style-type: none"> <li>International Direct Deposit (IDD) bank country</li> <li>Bank name, bank code, and currency</li> <li>Account type and number</li> <li>Branch/transit number</li> </ul>
<b>Name, address and phone number of someone we can contact who knows about your medical condition(s) and can help you with your claim</b>	
<b>List of your medical conditions</b>	
<b>Information about Doctors, Healthcare Professionals, Hospitals and Clinics</b> <ul style="list-style-type: none"> <li>Names, addresses, phone numbers, patient ID numbers, and dates of examinations and treatments</li> <li>Names and dates of medical tests you have had and who sent you for them</li> <li>Names of medications (prescriptions and non-prescriptions), reason for medication and who prescribed them</li> </ul>	
<b>Information about other medical records that may be available from vocational rehabilitation services, workers compensation, public welfare, prison or jail, an attorney or lawyer, or another place</b>	
<b>Job History</b> <ul style="list-style-type: none"> <li>Date your medical condition began to affect your ability to work</li> <li>Type of jobs (up to 5) that you had in the 15 years before you became unable to work because of your medical condition</li> <li>Dates you worked at those jobs, if available</li> <li>Type of duties you did on the longest job you had</li> </ul>	
<b>Education and Training</b> <ul style="list-style-type: none"> <li>Highest grade in school completed and date you completed it</li> <li>Name of special job training, trade school or vocational school and date completed</li> <li>Special education school name, city and state, and date completed</li> </ul>	

**We may contact you for additional information after you submit your online application.**

# MEDICAL AND JOB WORKSHEET - ADULT

Please do **not** mail this worksheet to your local office.

Did you know that you can start the application process online?

Visit [www.socialsecurity.gov/applyfordisability](http://www.socialsecurity.gov/applyfordisability) for more information!

Complete this worksheet to get ready for the appointment or when filing online. This worksheet is not the application for Social Security disability benefits. You should bring this worksheet to your appointment or have it with you if your appointment is by telephone.

## A. Medical Conditions

List all of the physical or mental conditions (including emotional or learning problems) that limit your ability to work. If you have cancer, please include the stage and type. List each condition separately.

CONDITIONS	
1.	
2.	
3.	
4.	
5.	

B. If you are not working, when did you stop working?

C. **Height without shoes:** \_\_\_\_\_ feet \_\_\_\_\_ inches      **Weight without shoes:** \_\_\_\_\_ pounds

## D. Medical Sources

Please list any doctors, hospitals, clinics, therapists, or emergency rooms you have visited because of your conditions.

NAME	ADDRESS	PHONE NUMBER (with area code)	DATE FIRST SEEN OR ADMISSION DATE	DATE LAST SEEN OR DISCHARGE DATE

**E. Medicines**

Please list any medicines you take and why you take them. If prescribed, please provide the doctor's name.

NAME OF MEDICINE	WHY YOU TAKE IT	PRESCRIBED BY

**F. Medical Tests**

Please list any medical tests you had or are going to have in the future.

NAME OF TEST	PROVIDER WHO SENT YOU	DATE(S)

**G. Job History**

List the jobs (up to 5) that you have had in the 15 years before you became unable to work because of your physical or mental conditions. List your most recent job first.

JOB TITLE (e.g., cook)	TYPE OF BUSINESS (e.g., restaurant)	DATES WORKED		HOURS PER DAY	DAYS PER WEEK	RATE OF PAY	
		FROM Mo/Yr	TO Mo/Yr			Amount	Frequency

Bring this worksheet to your appointment or have it with you if your appointment is by telephone. Do not delay filing your application, even if you do not have all of the information. We will help you get any missing information.