When you make a report you must tell us—
(a) The name and social security number under which benefits are paid;
(b) The name of the person about whom you are reporting;
(c) The event you are reporting and the date it happened; and
(d) Your name.

§ 416.712 Form of the report.

You may make a report in any of the ways described in this section.
(a) Written reports. You may write a report on your own paper or on a printed form supplied by us. You may mail a written report or bring it to one of our offices.
(b) Oral reports. You may report to us by telephone, or you may come to one of our offices and tell one of our employees what you are reporting.
(c) Other forms. You may use any other suitable method of reporting—for example, a telegram or a cable.

§ 416.714 When reports are due.

(a) A reportable event happens. You should report to us as soon as an event listed in § 416.708 happens. If you do not report within 10 days after the close of the month in which the event happens, your report will be late. We may impose a penalty deduction from your benefits for a late report (see §§ 416.722 through 416.732).
(b) We request a report. We may request a report from you if we need information to determine continuing eligibility or the correct amount of your SSI benefit payments. If you do not report within 30 days of our written request, we may determine that you are ineligible to receive SSI benefits. We will suspend your benefits effective with the month following the month in which we determine that you are ineligible to receive SSI benefits because of your failure to give us necessary information.


Penalty Deductions

§ 416.722 Circumstances under which we make a penalty deduction.

A penalty deduction is made from your benefits if—
(a) You fail to make a required report on time (see §§ 416.708 and 416.714);
(b) We must reduce, suspend, or terminate your benefits because of the event you have not reported;
(c) You received and accepted an SSI benefit for the penalty period (see §§ 416.724 through 416.728 for penalty period definitions); and
(d) You do not have good cause for not reporting on time (see § 416.732).

§ 416.724 Amounts of penalty deductions.

(a) Amounts deducted. If we find that we must impose a penalty deduction, you will lose from your SSI benefits a total amount of—
(1) $25 for a report overdue in the first penalty period;
(2) $50 for a report overdue in the second penalty period; and
(3) $100 for a report overdue in the third (or any following) penalty period.
(b) Limit on number of penalties. Even though more than one required report is overdue from you at the end of a penalty period, we will limit the number of penalty deductions imposed to one penalty deduction for any one penalty period.

§ 416.726 Penalty period: First failure to report.

(a) First penalty period. The first penalty period begins on the first day of the month you apply for SSI benefits and ends on the day we first learn that you should have made a required report, but did not do so within 10 days after the close of the month in which the event happened. There may be more than one required report overdue at the end of the first penalty period, but we will impose no more than one penalty deduction for the period.
(b) Extension of first penalty period. If you have good cause for not making a