


## How to report a change in your employment status

1. Login to [your account](#) (if you're locked out of your account, you can use our web chat service to unlock it)
2. Scroll down until you see a blue button that says "report a change"
3. Select **Edit Information** in the **Employment & Income Status** section of the Application Review page.

### Employment & Income Status

Name	Employment Status	Total Monthly Income	Total Monthly Deductions	Total Net Income	
Jane Doe	Yes	\$2249.98	\$0	<b>\$2249.98</b>	<a href="#">Edit</a> 
John Doe	Yes	\$835	\$0	\$835	<a href="#">Edit</a>

4. Review the **blue text** to understand what types of income you should report and what types of income you shouldn't report. If you're unsure about whether some of your income needs to be reported, consider asking a Tax Professional.

### Income for Jane Doe

Fill out the information for any of the income earned by Jane Doe

Do not count the following as income: child support, gifts, Supplemental Security Income (SSI), Veterans disability payments, workers compensation, proceeds from loans (such as student loans, home equity loans, or bank loans), or scholarships for classes (do count the portion of scholarships, awards, or fellowship grants used for living expenses as income).

5. **Edit, Add or Indicate that you are no longer receiving a certain type of income.**

*Tip: If you see a question mark icon, you can click on it for a description of the type of income.*

Do you have employment income (wages/salaries/tips)? 

Yes  No

Do you currently work as an employee for a business or an organization? \*

Yes  No

### Employer Information

Please start by Clicking 'Search' button to search for your employer.

Search

Employer Name \*

Rite Aid Pharmacy

Employer Identification Number (EIN) (Optional)

Employer Address Line 1 \*

Mineral Spring

Employer Address Line 2

Apt/Unit #

City \*

North Providence

State \*

RI

Zip Code \*

02904

### Pay Details

Date of Your Last Paycheck

MM/DD/YYYY



Wages/Tips (before taxes) \*

\$ 519.23

Wages/Tips (Frequency) \*


Weekly

Average number of hours you work each week \*

30

1. Need to add an employer? If you have another employer in addition to the employer you have already told us about, you can click on 'Add Another Employer' and the income reported for both employers will be added together.

2. If you no longer work for the employer you previously told us about, first click 'Add Another Employer' and include your new employer information as well as any income associated with that job. Then click on 'Remove Employer' for the previous employer, which will remove the employer and any associated income reported.

 Add Another Employer

Self-Employment income\*   Yes  No

Unemployment income\*   Yes  No

Social Security Benefits\*   Yes  No

Additional Income\*   Yes  No

**6. Edit, Add or Indicate that you are no longer receiving a certain type of tax deduction.**

*Tip: If you see a question mark icon, you can click on it for a description of the type of deduction.*

### Tax Deductions for Jane Doe

Fill out the information for any of Jane Doe's expenses that may be claimed as deductions.

**Deduction:** The purpose of a tax deduction is to reduce your taxable income. For HealthSource RI's purposes, if you pay for any of these expenses, that means your income is lower and you might be able to receive a larger tax credit to help lower your insurance costs.

Alimony\*   Yes  No

Student Loan Interest\*   Yes  No

Tuition and Fees\*   Yes  No

Health Savings Account (HSA)\*   Yes  No

Additional Expenses  Yes  No

**7. If the income we calculate for you doesn't match the amount of money you expect to make this year, put in the current annual income in The **Net Annual Income** section at the bottom of the page.**

**Why is this an option?** *It is possible that you're self-employed and you expect your monthly income to change throughout the year. Or maybe you received a payment that was one-time lump sum. Whatever the circumstance, you may not regularly receive the same amount of income each month.*

8. If you choose to use the Net Annual Income option, Enter the total amount you actually expect to earn by December 31st, in other words, use the amount you expect to report when you file your taxes next year.

If you're not sure, just give your best guess.

### Net Annual Income for Jane Doe

According to the information you provided, Jane Doe's net annual income will be \$26999.75. This net annual income amount includes any income changes you have reported to us so far this year, such as adding an income, removing an income, or updating your previous income. If you believe you will make a different amount for the year, you can answer 'No' to the question below and provide the total amount of income you believe you will make. If you would like guidance for how to calculate your expected annual income please click [this link](#) for additional information.

Do you believe Jane Doe will make \$ 26999.75 between January 1 and December 31 of 2020?\*

Yes  No

Enter the expected total annual income (before taxes) for Jane Doe for 2020 during the coverage year. \*

[← BACK](#)

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