

NAME AND SOCIAL SECURITY NUMBER (SSN) CHANGE FORM

For employees who need to correct an incorrect SSN or submit a name change, this form should be completed by the appropriate representative in the employee's home department and submitted to the Campus Human Resources Office. For undergraduate student employees, the form should be submitted to the Student Employment Office.

For employees who need to change from a TCN to an SSN, this form should be completed by the appropriate representative in the employee's home department and submitted to the Campus Human Resources Office. Undergraduate student employees should submit the form to the Student Employment Office. A copy of this form and photo copied documentation (i.e. SSN card), should be submitted to the appropriate International Office. The home department should also retain a copy of this form and documentation.

Contact Information		
Name of Representative Submitting Request:		
Department of Representative Submitting Request:		
Contact Email:	Request Date:	
Contact Phone Number:		
SSN & Name Change Information		
Name of employee requiring change:	UIN of employee requiring change:	
Existing Temporary Control Number (TCN) or Incorrect SSN*:		
New or Correct SSN*:		
Reason for Change: <input type="checkbox"/> Change from TCN to SSN <input type="checkbox"/> SSN was incorrect/changed <input type="checkbox"/> Name Change	Previous Name: Name changed to:	
Required Documentation: (Please photocopy documentation and attach to this form.) 1. SSN Card issued by the Social Security Administration 2. Government Issued Photo ID (SSN change only)		
Authorizing Signature		
Signature of home department representative who is authorizing this change:		
Department:	Date:	

	University of Illinois at Chicago	University of Illinois at Springfield	University of Illinois at Urbana-Champaign	
Human Resources	Human Resources, 401 HRB 715 S. Wood, MC-897 Chicago, IL 60612 Phone 312-413-3490 Fax 312-996-1803	Human Resources, HRB 30 One University Plaza Springfield, IL 62703-5407 Phone 217-206-7078 Fax 217-206-7145	(Civil Service Employees) Personnel Services Office 52 E. Gregory, MC-562 Champaign, IL 61820 Phone 217-333-3101 Fax 217-244-7304	(Academic Employees) Academic Human Resources 807 S. Wright St. Suite 420, MC-310 Champaign, IL 61820 Phone 217-244-2400 Fax 217-333-4019
Student Employment	Student Employment, 2200 SSB 1200 W. Harrison, MC-335 Chicago, IL 60612 Phone 312-996-3130 Fax 312-413-7944	Student Financial Assistance, SAB 60 One University Plaza Springfield, IL 62703-5407 Phone 217-206-6724 Fax 217-206-7376	Student Employment 620 E. John, MC-303 Champaign, IL 61820 Phone 217-333-0600 Fax 217-244-6589	

*Federal tax regulations require us to request an SSN from every employee to whom compensation is paid. Employee SSNs are maintained and used by the University for payroll and benefits purposes, to verify employment history, and are reported to Federal and state agencies on forms required by law or for benefits purposes. The University will not disclose an employee's SSN without the consent of the employee to anyone outside the University except as mandated by law or as required for benefit purposes. Failure to provide an SSN may result in the withdrawal of an offer of employment and/or the denial of benefits. The University of Illinois is working to minimize the use of Social Security numbers within its business processes. For a full description of the University of Illinois' Social Security number policy, please visit <http://www.ssn.uillinois.edu>.