



Change of Personal Information

Part 1 What to know before you begin

- This form is used for making changes to a person’s personal information at Utah State University (USU). Personal Information is defined as: **Name, Social Security Number, and Date of Birth.**
- All changes require a copy of a valid picture ID and a copy of the Social Security card. The ID and Social Security card must both have the person’s correct information.

Part 2 Internal Revenue Service (IRS) Regulations and Penalties

USU is under obligation from the Internal Revenue Service (IRS) to ensure all students and employees have a correctly spelled name and a correct Social Security number and that both match the IRS database. To meet IRS regulations, USU requires a copy of the person’s Social Security card for any requested Name and/or Social Security number changes. Please note the penalty for individuals who do not comply: **“If you fail to furnish your correct SSN or ITIN to the requester, you are subject to a penalty of \$50 unless your failure is due to reasonable cause and not to willful neglect.”** (IRS form W-9S)

Part 3 Personal Information – Complete this part with your information as it now reads on your USU record

Last Name		First Name	Middle Name or Initial
Student ID Number	Social Security Number	Email Address	

Part 4 Requested Changes – Complete this part with the new/correct information you would like changed on your USU record

Select one or more items to change	<input type="checkbox"/> Name Change		
	Last Name	First Name	Middle Name or Initial
	<input type="checkbox"/> Social Security Number Change		
	Social Security Number as currently listed on USU’s record (if any)		Social Security Number as shown on the Social Security card
	<input type="checkbox"/> Date of Birth Change		
Date of Birth as currently shown on USU’s record		Date of Birth as shown on the picture ID	
Month:	Day:	Year:	Month: Day: Year:

Part 5 Agreement and Student Signature

I certify that the information provided on this form and within any attached documentation is accurate and free of alteration or falsification. I also understand that if I choose not to provide a copy of my Social Security card, I may be fined by the United States Internal Revenue Service (IRS).

➔ Student Signature (required):	Date:
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Part 6 For Office Use Only

Yes / No	A Social Security card was provided for the change(s) requested on this form.	Staff Initials:
Yes / No	A valid Picture ID was provided for the change(s) requested on this form.	Staff Initials:

Changes have been made as requested.

Staff Signature:	Date:	Department/Location:
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Copy to: Financial Aid Human Resources Registrar’s Office (for scanning to Xtender)