

NAME/SSN Change Form

Instructions on Required Documentation *(if multiple groups apply, follow first applicable group)*

<p>EMPLOYEE OR FINANCE PERSON – Group 1</p>	<p>Action <i>(Completed form and documentation must be submitted in person)</i></p>
<ul style="list-style-type: none"> ➤ Current Employee – A person currently working for the University in a temporary or permanent position, SHRA or EHRA. ➤ Previous Employee – A person who previously worked for the University in a temporary or permanent position, SHRA or EHRA, within the last 12 calendar months. ➤ Finance Person - Anyone being reimbursed by University Finance and Accounting Services ➤ Pre-employment Person– A person who is not currently an employee, but is going through the process of being hired for a permanent or temporary SHRA or EHRA position at the University 	<p>Name Change:</p> <ul style="list-style-type: none"> • Social Security card displaying new name <p>SSN Change:</p> <ul style="list-style-type: none"> • Social Security card displaying correct SSN
<p>NON-EMPLOYEE AND NON-FINANCE PERSON – Group 2</p>	<p>Action <i>(notarization may be required; see form)</i></p>
<ul style="list-style-type: none"> ➤ Student/Alumni – A person who has matriculated at the University. ➤ Third Party Proxy – A person authorized by a currently enrolled student for proxy access to student information <i>(Note: may only request update to their own information)</i> ➤ Retiree/Past Employee Any person who previously worked for the University in a permanent or temporary position, SHRA or EHRA, but who retired or whose employment ended more than 12 calendar months previous. ➤ Background Check Person – A person who had a background check processed by the University. 	<p>Name Change:</p> <p><u>One</u> of the following displaying the new name:</p> <ul style="list-style-type: none"> • Social Security card • Passport that contains a photograph or information such as name, date of birth, gender, height, eye color and address. • Permanent Resident Card or Alien Registration Card • Employment Authorization Document (card) that contains a photograph • Driver’s license or ID card issued by a state or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, eye color and address. • ID Card issued by federal, state, or local agency or entity, provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address. • Court Order authorizing Name Change <p>SSN Change:</p> <p><u>One</u> of the following displaying the correct SSN:</p> <ul style="list-style-type: none"> • Social Security card • ITIN card • W-2c or W-3c or W-9s
<p>OTHER – Group 3</p>	<p>Both Name and SSN Change:</p>
<p>Anyone not included above</p>	<ul style="list-style-type: none"> • Completed form <i>(no additional documentation or notarization required)</i>

Submit completed form and required documentation:

Student

Registrar’s Office – Records
SASB North, Third Floor

Employee/Finance Person

School/Division Person Update User

All

PID Office
Daniels Building

DO NOT MODIFY THIS FORM. MODIFIED FORMS WILL NOT BE PROCESSED.

NAME/SSN Change Form

Current Information for verification purposes, please include correct capitalization and any accent marks.

First Name	Middle	Last	Suffix
PID (if known)	DOB	Relationship to UNC (if student, include degree/year of graduation or last enrollment)	
Address	City	State	Zip
Phone	Email		

<div style="border: 1px solid black; background-color: #e0e0e0; padding: 2px; margin-bottom: 5px;">NAME CHANGE</div> <p>Employee/Finance Person</p> <p><input type="checkbox"/> Social Security card</p> <p>Non-Employee & Non-Finance Person</p> <p><input type="checkbox"/> Social Security card</p> <p><input type="checkbox"/> Passport</p> <p><input type="checkbox"/> Permanent Resident/Alien Registration</p> <p><input type="checkbox"/> Employment Authorization card</p> <p><input type="checkbox"/> Driver's license</p> <p><input type="checkbox"/> ID Card (federal, state, local agency or entity)</p> <p><input type="checkbox"/> Court Order</p> <p>Other</p> <p><input type="checkbox"/> Name/SSN Change Form</p> <div style="border: 1px solid black; background-color: #e0e0e0; padding: 2px; margin-top: 5px;">SSN CHANGE</div> <p>Employee/Finance Person</p> <p><input type="checkbox"/> Social Security card</p> <p>Non-Employee & Non-Finance Person</p> <p><input type="checkbox"/> Social Security card</p> <p><input type="checkbox"/> ITIN</p> <p><input type="checkbox"/> W-2c or W-3c or W-9s</p> <p>Other</p> <p><input type="checkbox"/> Name/SSN Change Form</p>	<p>NAME CHANGE (previous details as listed in ConnectCarolina)</p> <p>_____</p> <p style="display: flex; justify-content: space-between;"> Previous First Name Previous Middle Name </p> <p>_____</p> <p style="display: flex; justify-content: space-between;"> Previous Last Name Suffix </p> <p>SSN CHANGE</p> <p>_____</p> <p>Previous</p> <p>_____</p> <p>New</p> <p>_____</p> <div style="border: 1px solid black; background-color: #e0e0e0; padding: 2px; display: inline-block; margin-bottom: 5px;">SIGNATURE OF REQUESTER</div> <i>(the individual whose record is being updated)</i> <p>_____</p> <p>Signature</p>
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Notarization: required for Student/Alumni/Third Party Proxy/Retiree/Past Employee unless submitted in person.

<p>Notary Statement: I certify that the above-named person personally appeared before me this day and, upon presentation of appropriate identifying documentation, signed above in my presence.</p>		<div style="border: 1px solid black; width: 100%; height: 100%; margin: 0 auto;"> <p style="text-align: center;">(Notary Seal)</p> </div>
<p>_____ Notary's Official Signature</p>	<p>_____ Notary's printed name</p>	
<p>My Commission Expires: _____</p>	<p>Commission County / State: _____ Date: _____</p>	

Office Use Only:	
<p>Processed by: _____</p> <p>Department Name and Number: _____</p>	<p>Signature of Processor: _____</p> <p>Date: _____</p>

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SASB North, Third Floor

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School/Division Person Update User

All
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