

## 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

e B	Name Change						
to change	Last Name		First Name	First Name		tial	
items	Social Security Number Change						
or more it	Social Security Number as currently listed on USU's record (if any)			Social Security Nun	Social Security Number as shown on the Social Security card		
oneo	Date of Birth Change						
Date of Birth as currently shown on USU's record			Date of Birth as sho	Date of Birth as shown on the picture ID			
Ň	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:
---------------------------------	-------

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:	

Copy to: 🛛 Financial Aid

Human Resources

Registrar's Office (for scanning to Xtender)

This form may be returned to the USU Registrar's Office (www.usu.edu/registrar) in Logan, UT, or to any Regional Campus (www.distance.usu.edu). Please visit the websites provided for mailing addresses.