



Change of Personal Information

This form is used for making changes to a person's personal information at Utah State University (USU). Personal Information is defined as: **Name, Legal Sex, Social Security Number, and Date of Birth.**

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 1 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	Email Address		Phone Number	

Part 2 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 : Documentation Required (signed social security card and government issued photo ID with updated name)				
	Last Name		First Name		Middle Name or Initial
	<input type="checkbox"/> Legal Sex Change : Documentation Required (driver's license with legal sex or court order)				
	Legal Sex				
	<input type="checkbox"/> Male		<input type="checkbox"/> Female		
<input type="checkbox"/> Social Security Number Change : Documentation Required (signed social security card with correct number)					
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 : Documentation Required (birth certificate OR government issued photo ID)					
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 3 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 4 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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This form and related identification may be returned to the USU Registrar's Office in Logan, UT, or to any Regional Campus (www.distance.usu.edu)
Via email (Registrar@usu.edu), fax, mail or in person.

Please visit the websites provided for mailing addresses and fax numbers. (www.usu.edu/registrar)