

CHANGE OF NAME, ADDRESS OR SOCIAL SECURITY NUMBER (SSN)

Employee's Type of Appointment: Salaried Wage Graduate Assistant

Change the Following: Name Address Employee ID Number/ SSN

NOTE: This action will change only Personnel and Payroll Records (including health insurance and retirement records). Student records will NOT be changed.

Name: (current or new) (must be same as on Social Security card)			Social Security Number: <small>(current or previous)</small>
<small>Last</small>	<small>First</small>	<small>Middle Initial</small>	
Previous Name:			New Social Security Number: <small>(only if changing)</small>
<small>Last</small>	<small>First</small>	<small>Middle Initial</small>	
Mailing Address: (complete only if address is changing) _____ _____ _____		(List phone numbers only if changing) Home (Permanent) Phone: _____ Work Phone: _____	
I want my home address listed in the Virginia Tech Directory.			Yes <input type="checkbox"/> No <input type="checkbox"/>
I want my home phone number listed in the Virginia Tech Directory			Yes <input type="checkbox"/> No <input type="checkbox"/>

Instructions:
<p>For Address Changes Entered by Department:</p> <ul style="list-style-type: none"> The above changes may be entered directly into the BANNER system by employee's departmental representative (by accessing PWAEBIO screen). A copy of the completed form must be maintained by department for audit purposes. <p>For Name Changes and Social Security Number Changes Entered by Department:</p> <ul style="list-style-type: none"> Social Security card must be provided to department representative before the change is made in order to enter the name and number as it appears on the Social Security card. A copy of the Social Security card must be provided to Human Resources along with a copy of this form in order to revise personnel files to reflect the change.

I wish to use this form to change the address for my savings bonds.
 (Send a copy of this form with **original signature** to Human Resources.)

 Signature of Employee

 Date