

**UNIVERSITY OF ILLINOIS
NAME AND SOCIAL SECURITY NUMBER (SSN) CHANGE FORM**

For use by Chicago and Springfield campuses only.

Active employees who need to correct an incorrect Social Security Number (SSN), update a Temporary Control Number (TCN) to an SSN, or submit a name change should complete this form and give to the HR Representative in the Unit. Student employees should complete the form in the Student Employment Office.

Terminated employees who need to submit a name change or correction to SSN should complete this form and provide documentation to the appropriate campus HR office.

Preferred (non-legal) **First Name** changes can be made directly via My UI Info. (<https://www.hr.uillinois.edu/myinfo>)

UIN of employee requiring change	Current Name of employee requiring change (Only for SSN updates)

Type of Change	<input type="checkbox"/> Change from TCN to SSN	<input type="checkbox"/> SSN was incorrect/changed	<input type="checkbox"/> Name Change (Legal)	<input type="checkbox"/> Name Correction	<input type="checkbox"/> Published/ Professional Name ²

SSN & Legal Name Change Information					
Legal	Existing Information	SSN/TCN	Last	First	Middle
	New or Corrected Information	SSN/TCN	Last	First	Middle
Required Documentation:					
1. SSN ¹ Card issued by the Social Security Administration					
2. Government Issued Photo ID (SSN change only)					

Published/ Professional	Employees may request to add a Published/Professional Name. It is the department's responsibility to review and confirm the appropriateness of the additional name. Additional documentation is <u>not</u> required Published/Professional Name changes.				
	Published/ Professional Name ²	Last Name	First Name	Middle name	

Employee's Signature	
Signature of employee authorizing this change	Date

Department/Unit Contact Information	
HR Representative (please print)	Unit
Contact Email	Contact Phone Number

	University of Illinois at Chicago	University of Illinois at Springfield
Human Resources	UIC HR Service Center 401 HRB 715 S. Wood, Chicago, IL 60612 Phone: 312-413-3490	Human Resources HRB 30 One University Plaza Springfield, IL 62703-5407 Phone: 217-206-7078
Student Employment	Student Employment 2100 SSB 1200 W. Harrison, MC-335 Chicago, IL 60612 Phone: 312-996-3130	Student Financial Assistance University Hall, Room 1015 One University Plaza, MC UHB 1015 Springfield, IL 62703-5407 Phone: 217-206-6724

¹Federal tax regulations requires the University to request an SSN from every employee to whom compensation is paid. Employee SSNs are maintained and used by the University for payroll and benefits purposes, to verify employment history, and are reported to Federal and state agencies on forms required by law or for benefits purposes. The University will not disclose an employee's SSN without the consent of the employee to anyone outside the University except as mandated by law or as required for benefit purposes. Failure to provide an SSN may result in the withdrawal of an offer of employment and/or the denial of benefits. The University of Illinois is working to minimize the use of Social Security numbers within its business processes. For a full description of the University of Illinois' Social Security number policy, please visit <http://www.ssn.uillinois.edu>.

² The Published/Professional Name is what the employee is known as professionally or through published literature.