

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

For use by Chicago and Springfield campuses only.

Employees who need to correct an incorrect SSN or submit a name change should complete this form and give to the HR Representative in the Home Unit. Student employees should complete the form in the Student Employment Office.

For employees who need to change from a TCN to an SSN, follow the above steps and provide a copy of this form and documentation (i.e. SSN card). The home department should route the information via the HRFE system.

SSN & Name Change Information				
Reason for Change				
<input type="checkbox"/> Change from TCN to SSN <input type="checkbox"/> SSN was incorrect/changed <input type="checkbox"/> Name Change <input type="checkbox"/> Name Correction				
UIN of employee requiring change			Name of employee requiring change <i>(Only for SSN updates)</i>	
Existing Information	SSN/TCN	Last	First	Middle
		Preferred Last Name ² <i>(if applicable)</i>		Preferred Last Name ² <i>(if applicable)</i>
New or Corrected Information	SSN	Last	First	Middle
		Preferred Last Name ² <i>(if applicable)</i>		Preferred First Name ² <i>(if applicable)</i>
Required Documentation:				
1. SSN ¹ Card issued by the Social Security Administration 2. Government Issued Photo ID (SSN change only)				
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>.

²The Preferred Name is what the employee is commonly referred by.