# BSU Personal Information Change Form (PLEASE PRINT)

**RETURN FORM WITH ORIGINAL SIGNATURE TO:**

**EMPLOYEES:** **Human Resources Department, Boyden Hall, Room 103, Bridgewater, MA 02325**
**STUDENTS:** **Registrar's Office, Boyden Hall, Room 003, Bridgewater, MA 02325**

**NOTE: If you are (or were) both an employee and a student, only one form must be completed and returned to the Human Resources Department. A FAXED COPY WILL NOT BE PROCESSED.**

***Please check all that apply:***

☐ Employee/Student Employee ☐ Student ☐ Vendor and former Employee or Student

**Name:** _____
Last First Middle

**Banner ID:** _____ or **Last 4 digits of SSN:** ___ - ___ - ___
(8-digit number starting with 0)

**Date of Birth:** ___ / ___ / ___ (for identification purposes only)
Month (mm) Day (dd) Year (yyyy)

**I certify that I am the above-named person and all information on this form is correct as stated.**

**SIGNATURE**: _____ **Day Phone Number:** _____ **Date**: _____

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**NAME CHANGE** - *Complete this section **only** if you are changing your **Name.***

## *Copy of Court Order/Marriage Certificate must be attached.*

***NOTE: Employees must also submit a copy of the new Social Security Number Card.***
***NOTE: Student name changes will not be updated unless you are currently enrolled at BSC, or are a current vendor.***

**Former Name:** _____
Last First Middle

**New Name:** _____
Last First Middle

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**SOCIAL SECURITY NUMBER CHANGE –**
*Complete this section **only** if you are changing/correcting your **Social Security Number.***

***Copy of Social Security Number Card must be attached.***

**New/Correct Social Security No:** ___ - ___ - ___

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**DATE OF BIRTH CORRECTION** - *Complete this section **only** if you are correcting your **Date of Birth**.*

***If this date is contrary to other records on file, a Copy of Birth Certificate will also be required.***

**Correct Date of Birth:** ___ / ___ / ___
Month (mm) Day (dd) Year (yyyy)

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FOR OFFICE USE ONLY

Processed By: (Initials/Date) ☐ Human Resources _____ ☐ Registrar's Office _____ ☐ U Admissions _____ ☐ G Admissions _____