



# SAM HOUSTON STATE UNIVERSITY

## Payroll Office

### SSN / NAME / ADDRESS CHANGE FORM

Please supply information ONLY in the area(s) applicable.

**Email form and backup to [payroll\\_office@shsu.edu](mailto:payroll_office@shsu.edu)**

\*Hand or USPS mail delivery to our office is recommended as that we cannot guarantee the security of the information if emailed or faxed.\*

<b>CHANGE OF SOCIAL SECURITY NUMBER:</b>		
Name:		
Last	First	MI
Incorrect Soc Sec Number:		
Correct Soc Sec Number:		

<b>CHANGE OF NAME:</b>		
Name Changed FROM:		
Last	First	Middle
Name Changed TO:		
Last	First	Middle

<b>CHANGE OF W2 ADDRESS:</b>		
<p>Permanent, Mailing, Emergency, and W2 addresses can be changed online through My Sam. If you require assistance changing your W2 address, please complete the following:</p>		
Name:		
Last	First	MI
Address Changed FROM:		
Address Changed TO:		
<p>If you are enrolled in retirement or insurance, you must complete auxiliary forms with Human Resources.</p>		

**REQUESTS FOR A SOCIAL SECURITY NUMBER OR NAME CHANGE WILL NOT BE PROCESSED WITHOUT A COPY OF YOUR SOCIAL SECURITY CARD ATTACHED.**

Signature:	
Sam-ID:	
Date:	
Staff Member Taking Request:	

Sam Houston State University is an Equal Opportunity/Affirmative Action Institution.

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