



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

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

CHANGE OF SOCIAL SECURITY NUMBER:		
Name:		
Last	First	MI
Incorrect Soc Sec Number:		
Correct Soc Sec Number:		

CHANGE OF NAME:		
Name Changed FROM:		
Last	First	Middle
Name Changed TO:		
Last	First	Middle

CHANGE OF W2 ADDRESS:		
<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.

CHSS Bldg. Suite 420 - Box 2095 - Huntsville, TX. 77341-2095 - 936.294.1273 - Fax 936.294.1099

MEMBER THE TEXAS STATE UNIVERSITY SYSTEM™