

## Name Change/SSN Change policies and documentation requirements.

The policies can be viewed in full at:

- SSN Changes - <http://policies.unc.edu/policies/ssn-changes/>
- Name Changes - <http://policies.unc.edu/policies/name-changes/>

The updated form must be used and can be found at the end of each policy or via the following link: <https://fa.unc.edu/files/2016/03/Name-and-SSN-Change-Form.docx> (Word)  
or <http://fa.unc.edu/files/2017/02/Name-and-SSN-Change-Form.pdf> (PDF)

**Effective 7/1/2017 – name changes received on the incorrect form or with incomplete documentation will be returned to the department.**

Key points to remember:

- Name changes for the following groups can only be completed when accompanied by a Name Change Form AND Social Security Card Displaying New Name:
  - Current Employees (including EHRA Students/Student Temporary Workers)
  - Previous Employees
  - Background Check Person (affiliates who have been background checked)
  - Finance Person
- Social Security Number Changes can only be completed when accompanied by a Name Change Form AND Social Security Card:
  - Current Employees (including EHRA Students/Student Temporary Workers)
  - Previous Employees
  - Background Check Person (affiliates who have been background checked)
  - Finance Person