

# MONTGOMERY COLLEGE

## PERSONAL INFORMATION CHANGE FORM

PLEASE INDICATE YOUR STATUS AT MC (CHECK ALL THAT APPLY)

- STUDENT
- COLLEGE-EMPLOYEE\* (TO INCLUDE STUDENT-EMPLOYEES, PERMANENT AND TEMPORARY STAFF, FULL AND PART-TIME FACULTY, AND CON-ED FACULTY)
- ALUMNI
- VENDOR

FOR CURRENT EMPLOYEES ONLY: CAMPUS \_\_\_\_\_ DEPT: \_\_\_\_\_

### TYPE OF CHANGE

- NAME
- SOCIAL SECURITY NUMBER (SSN)/ID NUMBER

IF YOU HAVE CHANGED YOUR NAME FOR ANY REASON, YOU **MUST** CHANGE YOUR NAME WITH THE SOCIAL SECURITY ADMINISTRATION AND PROVIDE LEGAL PROOF OF THIS ACTION BEFORE WE CAN CHANGE IT IN MC'S DATABASE SYSTEM. PROOF INCLUDES A COPY OF SOCIAL SECURITY CARD ONLY. EMPLOYEES MUST ALSO FORWARD NEW PAYROLL TAX FORMS WITH YOUR NEW NAME. FOR A SOCIAL SECURITY NUMBER CHANGE YOU MUST SHOW A COPY OF THE NEW SOCIAL SECURITY CARD.

### NEW INFORMATION (PLEASE PRINT)

NAME \_\_\_\_\_ SSN/ID# \_\_\_\_\_  
FIRST MIDDLE LAST

### PREVIOUS INFORMATION

NAME \_\_\_\_\_ SSN/ID# \_\_\_\_\_  
FIRST MIDDLE LAST

DATE OF BIRTH \_\_\_\_\_  
MON DAY YEAR

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**STUDENTS:** SEND COMPLETED FORM TO MC ADMISSIONS, RECORDS & REGISTRATION OFFICE, 51 MANNAKEE ST., ROCKVILLE, MD 20850

**EMPLOYEES:** SEND COMPLETED FORM TO HR RECORDS OFFICE, MANNAKEE BUILDING (INCLUDES) STUDENT EMPLOYEES)

**ALUMNI (IF NOT A STUDENT OR EMPLOYEE):** SEND TO MC ALUMNI OFFICE, 900 HUNGERFORD DR, #200, ROCKVILLE, MD 20850

OFFICIAL USE ONLY (NAME/DATE) \_\_\_\_\_

ADM, RECORDS & REG/ROCKVILLE  HUMAN RESOURCES/RECORDS  ALUMNI  IT ASSET MANAGER

\*NOTE: SEND STUDENT-EMPLOYEE CHANGES TO HUMAN RESOURCES/RECORDS AND ADMISSIONS, RECORDS & REGISTRATION/ROCKVILLE  
HR, STUDENT AND ALUMNI STAFF MUST SEND THIS FORM TO THE IT ASSET MANAGER FOR ALL SYSTEMS NAME CHANGE COORDINATION