



REQUEST FOR CHANGE OF SOCIAL SECURITY NUMBER

RETURN COMPLETED FORM TO REGISTRATION & RECORDS SERVICE CENTER (LH-114)

PLEASE PRINT

Name _____ Date of Birth _____
Last First Mi.

Address _____ City _____ State _____ Zip _____

CWID Number _____ Today's Date _____

Please complete the section below. (Social Security Card required)

<input type="checkbox"/> SOCIAL SECURITY NUMBER CORRECTION I would like to change an incorrect Social Security Number to my <i>correct</i> Social Security Number.
<input type="checkbox"/> SOCIAL SECURITY NUMBER ADDITION I would like to add my Social Security Number to my student record.
Incorrect Social Security Number _____
Correct Social Security Number _____
Student Signature _____

USE OF SOCIAL SECURITY NUMBER

Applicants are required to include their correct Social Security Numbers (taxpayer identification numbers) in designated places on applications for admission pursuant to the authority contained in Section 41201, Title 5, California Code of Regulations, and Section 6109 of the Internal Revenue Code. The university uses the Social Security Number to identify records pertaining to the student, as well as to identify the student for purposes of financial aid eligibility and disbursement and repayment of financial aid and other debts payable to the institution. The Internal Revenue Service requires the university to file information returns that include the student's Social Security Number and other information such as the amount paid for qualified tuition, related expenses, and interest on educational loans. The information is used by the IRS to help determine whether a student, or a person claiming a student as a dependent, may take a credit or deduction to reduce federal income taxes.

Disclosure of a student's account number is required as a condition for payment of any university debt. The Social Security Number may be used as an account number (identifier) throughout the life of the student's enrollment.

Students are required to write their Campus Wide Identification numbers on personal checks submitted for any payment to the university. Payment by personal check is consent by the student for the university to write the Campus Wide Identification number on the check if it is not referenced. If a student prefers that his or her student identification number not be on the check, then the student must submit payment by cashier's check, money order, or, when appropriate (other than mail-in or drop-off registration), cash. Use of the Campus Wide Identification number assures credit to the correct student university account. The Social Security Number is required by the Franchise Tax Board for collection of returned checks.

<u>Records Office Use Only</u>	
Date Entered in CMS _____	By _____