

**PENSACOLA STATE
COLLEGE**

ADDRESS/NAME CHANGE FORM

PLEASE CHANGE MY ADDRESS TO:

PLEASE CHANGE MY PHONE# TO:

CURRENT NAME ON FILE IS:

PLEASE CHANGE MY NAME TO:

The Social Security Administration (SSA) requires employers to pay employees in the name registered with SSA. Therefore, a social security card showing your new name must be provided in order for Pensacola State College to make the change.

EMPLOYEE

EMPLOYEE ID NUMBER

DEPARTMENT/POSITION

DATE

AFFIX COPY

OF

SOCIAL SECURITY CARD HERE