

<b>FIELDS IMMEDIATELY BELOW ARE REQUIRED- Please enter information as it appears <i>CURRENTLY</i> in EBS</b>			
Last Name:		First Name:	Middle Name:
MSU NetID	Email Address:		Personnel ID Number:
Dependent of an Employee only	Employee First Name:	Employee Last Name:	ZPID
<b>* MSU Graduate Students or Student employees must update information with the Registrar's Office *</b>			
Employee Type:	Faculty/Support Staff	Temp/On-Call	Graduate Assistant/Student
<b>PERSONAL INFORMATION- Enter <i>ONLY</i> the data that needs to be changed</b>			
Last Name:		First Name:	Middle Name:
<p><b>* Name changes must be accompanied by Driver's License, Social Security Card, or Court Documents (signed by a judge). *</b>  <b>* Employees should contact the MSU ID Office by calling 517-355-4500 prior to requesting a new MSU ID Card in person. *</b>  <b>* For preferred name change, HR will follow up by emailing MSU Controllers Office at <a href="mailto:FBAS.Funct@ctrl.msu.edu">FBAS.Funct@ctrl.msu.edu</a> *</b></p>			
Social Security Number:		Date of Birth:	
<p><b>* Social Security Number change requires a Social Security Card or valid Social Security Card receipt *</b>  <b>* Date of Birth change requires a Birth Certificate, Driver's License, or Passport *</b></p>			
<b>Citizenship, Resident, or Visa status changes:</b>			
Resident Status Change From:		Resident Status Changing To:	
<b>* New I-9 form must be completed with the new resident status. Additional documents may be required for payroll taxation purposes. *</b>			
Gender Change to:	Male	Female	Non-Binary
Signature of Employee or Dependent:			
<b>MSU HR Purposes Only</b>			
ID Office	Registrar's Office	SAP	Equifax
ImageNow	Employee Records	Payroll Office	Benefits
HR Notes			
Completed by:		Date:	