



## Name or Social Security Number Change

All change requests require a copy of the student's current government issued photo ID and SSN card showing the requested name/SSN. For a name or SSN change, the name and SSN on your social security card must match the name and SSN on your CTC student record. If you are submitting a name change request and have not updated your social security card, the name change cannot be processed.

Documents to include for a Legal Name Change

To change a legal name to a new legal name, you need to submit a copy of the signed court order showing the authorized new legal name.

- If you are changing a last name due to marriage, present a copy of the marriage certificate.
- A student who wishes to discontinue the use of a married name and resume the use of a surname or different name must present a divorce decree or signed court order showing restoration of the surname or other names.

The affidavit below and required documents must be provided before the name/SSN change will be processed.

### OFFICIAL DECLARATION

#### Affidavit

The undersigned deposes and says: Prior to this date, he/she was/is enrolled at Central Texas College under the name/SSN \_\_\_\_\_.

That on or about \_\_\_\_\_ his/her name or social security number was changed or needs to be corrected to \_\_\_\_\_ by

☐ Marriage

☐ Court Order

☐ Divorce

☐ Other

and that this is the Name/SSN he/she is now and will be hereafter known.

*This change is not made with intent to defraud or to hide true identity and is not for fraudulent or illegal purpose.*

**Important: Students who do not provide their correct SSN and name may experience delays in claiming education related tax credits.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

CTC ID: \_\_\_\_\_

#### Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to give your correct SSN or ITIN to persons who must file information returns with the IRS to report certain information. The IRS uses the numbers for identification purposes and to help verify the accuracy of your tax return. The IRS may also provide this information to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. possessions to carry out their tax laws. We may also disclose this information to other countries under a tax treaty, or to federal and state agencies to enforce federal nontax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.