

# SUNY Orange Student Accounts Change of Information Form

## Information on File

**Student ID Number:**

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**Social Security Number:**

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**Last Name:**

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**First Name:**

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## New Updated Information

### Name Change

**Required Documents:** Name Change requires a copy of a marriage certificate, divorce decree or other certified legal documentation permitting the name change.  
\* A driver's license or Social Security card cannot be used for name change.

<b>New Last Name:</b> (if different than above)	<b>New First Name:</b> (if different than above)	<b>Office Use Only</b>	
		Staff Initials	Date

<b>CORRECTION</b> DATE OF BIRTH	<b>Required Documentation:</b> Birth Certificate	M	M	/	D	D	/	Y	Y	Y	Y	<b>Office Use Only</b> Staff Initials	Date

<b>Phone Numbers</b>	Home				-				-				<b>Office Use Only</b> Initials	Staff Date
	Cell				-				-					

### Address Change

**Required documents for Address Change**

- ~Legal address change within the same county requires postmarked document with the new address on it.
- ~Mailing address change requires postmarked document with new address on it.
- ~Address change to Orange County from another county requires document with date of change such as utility bill, cable bill, etc. (Rental agreement alone cannot be used for proof of legal address change).
- ~Address change to NYS residence from an out of state address requires NYS Income Taxes (Parent's State and ~ Federal if dependent), NYS driver's license and one other document providing NYS for one full year.

**New Permanent Address:** (Physical Address, No P.O. Boxes)

Street	City/Town		
State	Zip Code	County (Ex. Orange Sullivan, etc.)	

**New Mailing Address (if different from above)**

P.O. Box/Street	City/Town		
State	Zip Code	<b>Office Use Only</b>	
		Staff Initials	Date

By signing this document, I request the changes above and authorize SUNY Orange to contact me at the address(es) and phone numbers provided.

<b>Student Signature:</b>	<b>Date:</b>
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**Please Note:** To change or correct a social security number, please complete a W-9 or alternative W9, and provide a copy of your social security number.