



Republic of the Philippines
SOCIAL SECURITY SYSTEM
MEMBER DATA CHANGE REQUEST

COV-01215 (09-2015)

THIS FORM MAY BE REPRODUCED AND IS NOT FOR SALE. THIS CAN ALSO BE DOWNLOADED THRU THE SSS WEBSITE AT www.sss.gov.ph.

PLEASE READ THE INSTRUCTIONS AT THE BACK BEFORE FILLING OUT THIS FORM. PRINT ALL INFORMATION IN CAPITAL LETTERS AND USE BLACK INK ONLY.

PART I - TO BE FILLED OUT BY MEMBER

A. PERSONAL DATA

SS NUMBER, COMMON REFERENCE NUMBER, DATE OF BIRTH, TAX IDENTIFICATION NUMBER, NAME, ADDRESS, TELEPHONE NUMBER, MOBILE/CELLPHONE NUMBER, E-MAIL ADDRESS, FOREIGN ADDRESS, COUNTRY, ZIP CODE

B. DATA CHANGE/CORRECTION/UPDATING

A. CHANGE OF MEMBERSHIP TYPE
FROM: Employed, Voluntary, Overseas Filipino Worker, Non-Working Spouse, Prior Registrant
TO: Self-Employed, Non-Working Spouse
TO (Option for Prior Registrant Only): Non-Working Spouse

B. CORRECTION OF NAME
Last Name, First Name, Middle Name, Prefix, Simple Error in Spelling, Due to Re-marriage

C. CORRECTION OF DATE OF BIRTH

D. CORRECTION OF SEX

E. CHANGE OF CIVIL STATUS
Single to Married, Married to Legally Separated, Married to Widowed, Reversion from Married to Single

F. UPDATING OF CONTACT INFORMATION
Address, Telephone Number, E-mail Address, Mobile/Cellphone Number

G. UPDATING OF BANK INFORMATION
Bank Name, Bank Branch, Account Number, Benefits, Loans, PESO Fund

H. UPDATING OF MEMBER RECORD STATUS (From "Temporary" to "Permanent")

I. UPDATING OF DEPENDENT(S)/BENEFICIARY(IES)

Table with columns: NAME (LAST NAME, FIRST NAME, MIDDLE NAME, SUFFIX), RELATIONSHIP TO MEMBER, DATE OF BIRTH, and checkboxes for New/Additional, Deletion.

