

SOCIAL SECURITY SYSTEM MEMBER DATA CHANGE REQUEST

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 351012240598	COMMON REFERENCE NUMBER (IF ANY)	DATE OF BIRTH (MMDDYYYY) 1231021010	TAX IDENTIFICATION NUMBER (IF ANY)
NAME (LAST NAME) DEMECILLO	(FIRST NAME) KATE	(MIDDLE NAME) GACO	(SUFFIX)
ADDRESS (RM FLR APT NO & BLDG. NAME) PODLA 40N		(HOUSE/LOT & BLK NO.)	(STREET NAME) JLA YA
(SUBDIVISION)	(BARANGAY/DISTRICT/LOCALITY) DANAO	(CITY/MUNICIPALITY) CEBU	(PROVINCE) CEBU
TELEPHONE NUMBER (AREA CODE + TEL NO.)	MOBILE/CELLPHONE NUMBER 01912731011917311	E-MAIL ADDRESS eltekamari@gmail.com	ZIP CODE 610104
FOREIGN ADDRESS (IF APPLICABLE)		COUNTRY	ZIP CODE

B. DATA CHANGE/CORRECTION/UPDATING

A. CHANGE OF MEMBERSHIP TYPE

- FROM**
- Employed
 - Voluntary
 - Overseas Filipino Worker
 - Non-Working Spouse (NWS)
 - Prior Registrant
(A person who registered with the SSS for the first time as a prospective employee)

- TO**
- Self-Employed (Please fill-out the details below)
 - Profession/Business _____
 - Year Profession/Business Started _____
 - Monthly Earnings (P) _____

- TO (Option for Prior Registrant Only)**
- Non-Working Spouse (Please fill-out the details below)
 - SS No./CRN of Working Spouse _____
 - Monthly Income of Working Spouse (P) _____
 - I AGREE WITH MY SPOUSE'S MEMBERSHIP WITH SSS
- _____
SIGNATURE OVER PRINTED NAME OF WORKING SPOUSE

FROM _____ **TO** _____

B. CORRECTION OF NAME

- Last Name
- First Name
- Middle Name
(or change of middle initial to middle name)
- Prefix (e.g., "de", "del", "delos", "del", "Ma" or "Mano") or Suffix (e.g., Jr., II or III)
- Simple Error in Spelling of Name (e.g., "i" to "e" or "u" to "o" or vice versa; inclusion/deletion of space and special characters)
- Due to Re-marriage

_____ **FROM** **DAN** **TO** **GACO**

C. CORRECTION OF DATE OF BIRTH

D. CORRECTION OF SEX

E. CHANGE OF CIVIL STATUS

(For Female members: Accomplish the FROM and TO portions, if also requesting for change of name)

- 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
<input type="checkbox"/> Benefits (Sickness/Maternity/Partial Disability)	_____	_____
<input type="checkbox"/> Loans	_____	_____
<input type="checkbox"/> PESO Fund	_____	_____

H. UPDATING OF MEMBER RECORD STATUS (From "Temporary" to "Permanent") - please indicate submitted documents

Birta Certificate

I. UPDATING OF DEPENDENT(S)/BENEFICIARY(IES) (Please check the appropriate box. If more than 3, use other page "Instructions" portion.)

NAME (LAST NAME)	(FIRST NAME)	(MIDDLE NAME)	(SUFFIX)	RELATIONSHIP TO MEMBER	DATE OF BIRTH (MMDDYYYY)	
1.						<input type="checkbox"/> New/Additional <input type="checkbox"/> Deletion
2.						<input type="checkbox"/> New/Additional <input type="checkbox"/> Deletion
3.						<input type="checkbox"/> New/Additional <input type="checkbox"/> Deletion