



# Republic of the Philippines 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](http://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 06311029638	COMMON REFERENCE NUMBER (IF ANY)	DATE OF BIRTH (MMDDYYYY) 09051991	TAX IDENTIFICATION NUMBER (IF ANY)
NAME (LAST NAME) Gecera	(FIRST NAME) Meralyn	(MIDDLE NAME) Mahinay	(SUFFIX)
ADDRESS (SUBDIVISION) S/o	(BARANGAY/DISTRICT/LOCALITY) C. Padilla St.	(CITY/MUNICIPALITY) Cebu City	(PROVINCE) Cebu
TELEPHONE NUMBER (AREA CODE + TEL. NO.)	MOBILE/CELLPHONE NUMBER 090997911816	E-MAIL ADDRESS meralynmahinay051991@gmail.com	ZIP CODE 61010
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

##### B. CORRECTION OF NAME

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

FROM	TO
<i>Javillo</i>	<i>Javillo</i>
<b>RECEIVED AS IS</b>	

##### C. CORRECTION OF DATE OF BIRTH

##### D. CORRECTION OF SEX

FROM	TO
<i>Mahinay, Meralyn</i>	<i>Gecera Meralyn</i>
<b>RECEIVED AS IS</b>	

##### 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

- Benefits (Sickness/Maternity/Partial Disability)
- Loans
- PESO Fund

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

##### 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)	
Gecera Zachary	Zane	Isaac	Mahinay	Son	04202022	<input checked="" type="checkbox"/> New/Additional <input type="checkbox"/> Deletion
Gecera Jeffrey	Miego			Husband	04051991	<input checked="" type="checkbox"/> New/Additional <input type="checkbox"/> Deletion
						<input type="checkbox"/> New/Additional <input type="checkbox"/> Deletion