



COV-01215 (09-2015)

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.

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

Form section A containing personal data fields: SS NUMBER, COMMON REFERENCE NUMBER, DATE OF BIRTH, TAX IDENTIFICATION NUMBER, NAME (LAST, FIRST, MIDDLE, SUFFIX), ADDRESS (SUBDIVISION, BARANGAY/DISTRICT/LOCALITY, CITY/MUNICIPALITY, PROVINCE, ZIP CODE), TELEPHONE NUMBER, MOBILE/CELLPHONE NUMBER, E-MAIL ADDRESS, FOREIGN ADDRESS, COUNTRY, ZIP CODE.

B. DATA CHANGE/CORRECTION/UPDATING

Form section B, part A: CHANGE OF MEMBERSHIP TYPE. Includes checkboxes for Employed, Voluntary, Overseas Filipino Worker, Non-Working Spouse (NWS), and Prior Registrant. Includes fields for TO (Self-Employed, Profession/Business, Year Started, Monthly Earnings) and TO (Option for Prior Registrant Only: Non-Working Spouse, SS No./CRN, Monthly Income). Includes a signature line for the working spouse.

Form section B, part B: CORRECTION OF NAME. Includes checkboxes for Last Name, First Name, Middle Name, Prefix, Simple Error in Spelling, and Due to Re-marriage. Includes FROM and TO columns for name correction details.

Form section B, part C: CORRECTION OF DATE OF BIRTH. Includes FROM and TO columns.

Form section B, part D: CORRECTION OF SEX. Includes FROM and TO columns.

Form section B, part E: CHANGE OF CIVIL STATUS. Includes checkboxes for Single to Married, Married to Legally Separated, Married to Widowed, and Reversion from Married to Single. Includes FROM and TO columns.

Form section B, part F: UPDATING OF CONTACT INFORMATION. Includes checkboxes for Address, Telephone Number, E-mail Address, and Mobile/Cellphone Number.

Form section B, part G: UPDATING OF BANK INFORMATION. Includes checkboxes for Bank Name, Bank Branch, Account Number, and Benefits (Sickness/Maternity/Partial Disability).