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GOV-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 fields for SS NUMBER, COMMON REFERENCE NUMBER, DATE OF BIRTH, TAX IDENTIFICATION NUMBER, NAME, ADDRESS, TELEPHONE NUMBER, and FOREIGN ADDRESS.

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
Prefix (e.g., "de", "delo", "delos", "del", "Ma" or "Mama") or Suffix (e.g., Jr., II or III)
Simple Error in Spelling of Name
Due to Re-marriage

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

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

PSA NINTH GEN?

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

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

