

**EDUCATIONAL CREDIT MANAGEMENT CORPORATION**

**SOCIAL SECURITY NUMBER  
CHANGE REQUEST**

<b>I. BORROWER INFORMATION</b>	<b>II. AGENCY INFORMATION</b>
<b>Borrower Name:</b>	<b>Agency Name:</b>
<b>Borrower Date of Birth:</b>	
<b>Incorrect SSN:</b>	<b>Agency Address:</b>
<b>Correct SSN:</b>	
	<b>Name/Title:</b>
	<b>Telephone Number: (     )</b>
	<b>Date:</b>

ONE OF THE FOLLOWING ITEMS OF SUPPORTING DOCUMENTATION MUST BE ATTACHED TO THIS REQUEST:

- Copy of borrower's Social Security Card or other Social Security Administration document
- Copy of borrower's tax forms, including W2's with correct SSN identified
- Copy of official military orders, documents, or papers with correct SSN identified
- Copy of borrower's original loan application (if the discrepancy resulted from a data entry error)
- State driver's license or a state-issued identification card for those states in which the social security number is listed on the license or identification card

**RETURN COMPLETED REQUESTS TO:**

**EDUCATIONAL CREDIT MANAGEMENT CORPORATION  
ATTENTION: CUSTOMER SERVICE  
111 South Washington Avenue, Suite 1400  
Minneapolis, MN 55401**

A replacement Notice of Guarantee will be sent to the current lender, unless requested otherwise in the **COMMENTS** section. The **COMMENTS** section may be used to supply any additional information.

**III. COMMENTS:**

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## **Social Security Number Change Request Instructions**

**Purpose:** To request that ECMC change a borrower's social security number (SSN).

### **Instructions:**

#### **I. Provide Borrower Information**

Type or print the borrower name, date of birth, incorrect SSN, and the correct SSN in the space provided. Attach appropriate documentation to substantiate the SSN change. Items of supporting documentation are listed on the front side of this form.

#### **II. Provide Agency Information**

Type or print the agency name, address, telephone number, the name and title of the person requesting the change, and the date of request.

#### **III. Comments**

Use this area to request that a replacement Notice of Loan Guarantee be forwarded to a specific individual, department and/or agency. This area may also be used for additional information concerning the SSN change.