

**INSTRUCTIONS TO STAFF FOR COMPLETING THE  
NAME/SOCIAL SECURITY NUMBER/ADDRESS CHANGE FORM**

1. Review form to ensure all information is completed.
2. For routing information, the office of submission will review Banner screen GUASYST.
3. After correct information is entered into Banner, if needed, route to the next appropriate office.
4. The form will be housed in accordance to the MU Banner Users' Group Policies and Procedures Ownership Matrix. Examples below:

Human Resources  
Applicant

Payroll  
Employee  
Student Employee

Accounts Payable  
Vendor

Registrar  
Student