



Marywood
UNIVERSITY
Lead On.

Office of the Registrar

2300 Adams Avenue
Scranton, PA 18509
Phone: (570) 348-6280
Fax: (570) 961-4758
E-mail: registrar@maryu.marywood.edu
Website: www.marywood.edu

CHANGE OF NAME / ADDRESS

Policy Regarding Changes in Name and/or Address:

- All name changes must be accompanied by a copy of legal documentation before an update is made to the student's academic record. (i.e. legal name change, marriage certificate, divorce decree, etc.)
- All changes in name and/or address will remain on record until written notification is given that it is no longer valid.
- If you are also an employee of Marywood University, the Office of Human Resources will be notified of this change.

Employment Information

Are you employed by Marywood University as a Work Study? Yes No

**If yes, please complete the Residency Certification Form on the reverse.
It will be forwarded to the Office of Human Resources for processing.**

Individuals in all other employment classifications should process a change in name and/or address through the Office of Human Resources.

Change of Name

Former Legal Name

Last Name First Name Initial

Current Legal Name

Last Name First Name Initial

A change of name invalidates your Marywood ID card. Visit Campus Safety in Madonna Hall to update your Marywood ID card.

Change of Address

Last Name First Name Initial

Street Address City State Postal Code

(_____) (_____) _____
Home Phone Mobile Phone

Certification of Information

I affirm that the information presented on this form is true and correct.

Signature Date Student ID Number

Office Use Only

Form Received: ____/____/____ By: _____ Name and/or Address Change Processed: ____/____/____

If applicable, forwarded to the Office of Human Resources: ____/____/____



RESIDENCY CERTIFICATION FORM Local Earned Income Tax Withholding

TO EMPLOYERS/TAXPAYERS:

This form is to be used by employers and/or taxpayers to report essential information for the collection and distribution of Local Earned Income Taxes. This form must be utilized by employers when a new employee is hired or when a current employee notifies employer of a name and/or address change.

EMPLOYEE INFORMATION - RESIDENCE LOCATION							
NAME (Last Name, First Name, Middle Initial)			SOCIAL SECURITY NUMBER <table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 25px;"> </td> <td style="width: 25px;"> </td> <td style="width: 25px;"> </td> <td style="width: 25px;"> </td> </tr> </table>				
STREET ADDRESS (No PO Box, RD or RR)							
SECOND LINE OF ADDRESS							
CITY	STATE	ZIP CODE	DAYTIME PHONE NUMBER				
MUNICIPALITY (City, Borough or Township)							
COUNTY	RESIDENT PSD CODE <table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 25px;"> </td> <td style="width: 25px;"> </td> <td style="width: 25px;"> </td> <td style="width: 25px;"> </td> </tr> </table>					TOTAL RESIDENT EIT RATE	

EMPLOYER INFORMATION - EMPLOYMENT LOCATION												
EMPLOYER BUSINESS NAME (Use Federal ID Name) Marywood University			EMPLOYER FEIN <table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 25px;">2</td> <td style="width: 25px;">4</td> <td style="width: 25px;">0</td> <td style="width: 25px;">7</td> <td style="width: 25px;">9</td> <td style="width: 25px;">5</td> <td style="width: 25px;">4</td> <td style="width: 25px;">5</td> <td style="width: 25px;">3</td> </tr> </table>	2	4	0	7	9	5	4	5	3
2	4	0	7	9	5	4	5	3				
STREET ADDRESS WHERE ABOVE EMPLOYEE REPORTS TO WORK (No PO Box, RD or RR) 2300 Adams Avenue												
SECOND LINE OF ADDRESS												
CITY Scranton	STATE PA	ZIP CODE 18509	PHONE NUMBER 570-348-6220									
MUNICIPALITY (City, Borough or Township) Dunmore Boro												
COUNTY Lackawanna	WORK LOCATION PSD CODE <table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 25px;">3</td> <td style="width: 25px;">5</td> <td style="width: 25px;">0</td> <td style="width: 25px;">3</td> <td style="width: 25px;">0</td> <td style="width: 25px;">1</td> </tr> </table>	3	5	0	3	0	1	WORK LOCATION NON-RESIDENT EIT RATE 1.00%				
3	5	0	3	0	1							

CERTIFICATION	
Under penalties of perjury, I (we) declare that I (we) have examined this information, including all accompanying schedules and statements and to the best of my (our) belief, they are true, correct and complete.	
SIGNATURE OF EMPLOYEE	DATE (MM/DD/YYYY)
PHONE NUMBER	EMAIL ADDRESS

For information on obtaining the appropriate MUNICIPALITY (City, Borough, Township), PSD CODES and EIT (Earned Income Tax) RATES, please refer to the Pennsylvania Department of Community & Economic Development website:

www.newPA.com