

**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- All changes in name and/or address will remain on record until written notification is given that it is no longer valid.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 InformationAre 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

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

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
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 		TOTAL RESIDENT EIT RATE

EMPLOYER INFORMATION - EMPLOYMENT LOCATION			
EMPLOYER BUSINESS NAME (Use Federal ID Name) Marywood University			EMPLOYER FEIN
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 		WORK LOCATION NON-RESIDENT EIT RATE 1.00%

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