

**\*\* This is a sample of a letter a person could use to notify the three credit bureaus that he or she has a new Social Security Number. You should prepare a separate letter for each credit bureau\*\***

*[Date]*

*[Choose one agency for each letter]*

TransUnion  
P.O. Box 1000  
Chester, PA 19022

Experian  
P.O. Box 2002  
Allen, TX 75013

Equifax  
P.O. Box 740241  
Atlanta, GA 30374

To whom it may concern,

My name is *[write your full name]*. and I am writing to inform you of my newly assigned Social Security Number (SSN) which the Social Security Administration assigned to me on *[write the date you obtained your SSN]*.

My existing credit history is under my Individual Tax Identification Number (ITIN) and I respectfully ask that my existing credit history be transferred to my new SSN and have all future credit reported under this number.

I have enclosed:

- (1) a copy of my ITIN; *[attach a copy of your ITIN]*
- (2) a copy of my Social Security Card; and *[attach a copy of your social security card]*
- (3) a utility bill with my name and current address; or
- (4) a copy of my state identification card or driver's license with my current address. *[attach a bill that shows your name and current address OR a copy of your ID or driver's license showing your current address]*

Names Used: *[list all names that you have used]*

Date of Birth: *[write your date of birth]*

ITIN: *[write your ITIN]*

New SSN: *[write your SSN]*

Current Address: *[write your current address]*

Previous Address: *[write your previous address if you have lived at your current address for less than two years]*

Thank you.

*[Your signature]*

*[Your printed name]*