



# Legal Name Change



## Instructions

Once you have completed the form below, return to Human Resources along with your new social security card for processing.

- ✚ A social security card is the only acceptable document for a legal name change.
  - The Human Resources Office will need a copy (front and back) of your new card.
- ✚ Advise the Human Resources Office if you need other forms. For example:
  - Change of Address and/or Emergency Contact
  - Tax forms

## Employee Name

Last Name	
First Name	
Middle Name	

## New Name

Last Name	
First Name	
Middle Name	
Preferred Name	

## Identification Numbers

Employee ID Number <i>(5 or 6 digits)</i>	
Banner ID Number <i>(9 digits)</i>	