



EMPLOYEE NAME CHANGE REQUEST FORM

Please complete and sign this form, then call to make an appointment in HR to present your new Social Security card that bears your new name. Your

name will not be changed in HR or Payroll records without a copy of your new Social Security card. Your name as it appears on the Social Security card is used in the employee records system.

Previous Name (Last, First, Middle): _____

New Name (Last, First, Middle): _____

SSN: _____

Primary Building: _____

Position: _____

Signature: _____

Date: _____

Things You May Need to Do:

- Update Direct Deposit Information
- Update your W4
- Notify Post Office and Personal Banker
- If you are licensed teacher you will need to notify MDE (Minnesota Department of Education)

Human Resources Will Notify:

- Payroll
- Benefits
- Campus system administrators