



LEGAL NAME CHANGE FORM

Valid Social Security card with your new name required

Directions:

Bring this form and your Social Security card and Puget Sound identification card to the Human Resources Department (Howarth Hall 016) during normal business hours (8am-noon & 1-4pm, M-F).

Please note: If you have a University of Puget Sound Retirement Savings Plan account, you must also notify TIAA-CREF of any changes to your name and/or address.

Declaration:

I hereby request that the University of Puget Sound use my new legal name in all university records. This name change is neither for fraudulent purpose nor the avoidance of creditors.

Identification:

Puget Sound ID Number: _____

Previous Name (Print or Type): _____
Last First Middle

NEW NAME (Print or Type): _____
Last First Middle

New e-mail Address (if applicable): _____

I want Human Resources to update my chosen name to match my new legal name.

Signature (New Name): _____ Date: _____

Note: Human Resources requires that the faculty or staff member submit a copy of his/her Social Security card bearing the new name. Name changes cannot be made without the Social Security card for the following reasons:

- The name and Social Security number are used to identify faculty or staff member wages for both the Social Security Administration and Internal Revenue Service.
- The name is used to validate that the Social Security number belongs to the faculty or staff member.

Reference: IRS Publication 15, Circular E, Employer's Tax Guide

For Human Resources Use Only	
<input type="checkbox"/> Effective Date: _____	<input type="checkbox"/> Original SS Card reviewed by: _____
<input type="checkbox"/> Updated in HRIS & emailed HR team	<input type="checkbox"/> Routed to personnel file & updated label with new name