

# Name Change Form

**\*All name changes will require an updated Social Security Card be provided to the Human Resources Department.**

If you are an **employee of the College** (faculty or staff), please return this completed form to Human Resources, Kearney Building, Room 211.

*If you are a student, you must change your name with the Registrar's Office, Kearney Building, Room 211.*

**Employee Name:** \_\_\_\_\_

**Employee ID:** \_\_\_\_\_

**New Name:** \_\_\_\_\_

**Effective Date of Change:** \_\_\_\_\_

**Employee's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Please include a telephone number other than your St. John Fisher telephone number by way of which OIT can contact you should there be questions concerning your name change request.

**Telephone:** \_\_\_\_\_

**NOTE:** If you participate in the TIAA retirement program, you will need to contact them directly to change your name. Either call 1-800-842-2252, or go online using your established pin number. The Human Resources Department will update your name with Excellus.

**Thank you.**