

Employee Change of Name

Please submit to the Department of Human Resources and include the following required documents in order to update your personnel record with the Human Resources and Payroll:

1. A copy of your new Social Security card or receipt from the Social Security Administration showing your new legal name.
2. A completed W4 tax withholding form with your new legal name.

RWU Employee ID Number: _____ Last 4 Digits of SSN: _____

New Name: _____
Last *First* *Middle*

Prior Name: _____
Last *First* *Middle*

Reason for Change: _____

Are you a current employee? YES _____ NO _____

Change my RWU accounts (email, campus portal, bridges, etc.) YES _____ NO _____

Employee signature: _____ Date: _____

For HR Use Only

Date Received: _____ Date Processed: _____

Documents Received: SS Card _____ W-4 _____ Other: _____

I-9 Verification Form updated _____

Forwarded to:

HRIS _____ Benefits: _____ Payroll: _____ IT: _____