

UNIVERSITY *of* PUGET SOUND

Est. 1888

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 & 1-5pm, 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: _____
Last First Middle

New Name: _____
Last First Middle

New e-mail Address (if applicable): _____

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

- Effective Date: _____
- Original Social Security Card reviewed by: _____
- Routed to HRIS & Compensation Analyst
- Routed to Benefits Specialist
- Routed to personnel file