

**Employee Name Change Form**

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| **Employment Status:** | | **SMU ID Number:** | |
| * Regular (Benefits-Eligible) € Temporary | |  | |
| **Employee New Legal Name (as it appears on your Social Security Card):** | | | |
| Last Name: | First Name: | | Middle Name: |
| **Previous Legal Name:** | | | |
| Last Name: | First Name: | | Middle Name: |
| **Preferred Name:** | | | |
| Last Name: | First Name: | | Middle Name: |
| **Effective Date of Change:** | **Reason for Name Change:** | | **Marital Status\*** |
|  |  | | * Single * Married |
| \*Recently married or divorced? Please see the [Change in Marital Status](https://www.smu.edu/BusinessFinance/HR/BenefitsAndWellness/HealthAndOtherBenefits/Life-Events#marital-status) page for helpful benefits information. | | | |
| **Employee Signature: Date:** | | | |
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| **Please attach a copy of the new Social Security card with your updated name and submit to Human Resources via any of the following methods:** | | | |
| **Email:**  Scan documents, attach to email, and send to:  [smuhr@smu.edu](mailto:smuhr@smu.edu) | **Campus Mail:**  SMU HR  Box 232 | | **Fax:**  Attn: SMU HR  (214) 768-2299 |

\*If you are also currently enrolled as a student, please contact the Registrar’s Office to update your name on your school records. (214)768-3417 or [registrar@smu.edu](mailto:registrar@smu.edu)

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| **For HR use only:**  Total Compensation Associate:   * Update Preferred Name * Update name in ImageNow * Place in Name Change box in file room   Student Employees:   * Personnel folder name changed * Benefits folder name changed |

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