

**Employee Name Change Form**

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| **Employment Status:** | **SMU ID Number:** |
| * Regular (Benefits-Eligible) € Temporary
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| **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
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| \*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 | **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

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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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