

## Employee Name Change Form

<b>Employment Status:</b>		<b>SMU ID Number:</b>	
<input type="checkbox"/> Regular (Benefits-Eligible) <input type="checkbox"/> Temporary			
<b>Employee New Legal Name (as it appears on your Social Security Card):</b>			
Last Name:	First Name:	Middle Name:	
<b>Previous Legal Name:</b>			
Last Name:	First Name:	Middle Name:	
<b>Preferred Name:</b>			
Last Name:	First Name:	Middle Name:	
<b>Effective Date of Change:</b>	<b>Reason for Name Change:</b>	<b>Marital Status*</b>	
		<input type="checkbox"/> Single <input type="checkbox"/> Married	
*Recently married or divorced? Please see the <a href="#">Change in Marital Status</a> page for helpful benefits information.			
<b>Employee Signature:</b>		<b>Date:</b>	

<b>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:</b>		
<b>Email:</b> Scan documents, attach to email, and send to: <a href="mailto:smuhr@smu.edu">smuhr@smu.edu</a>	<b>Campus Mail:</b> SMU HR Box 232	<b>Fax:</b> Attn: SMU HR (214) 768-2299

**For HR use only**

Total Compensation Associate:

- Update Preferred Name
- Update name in ImageNow
- Notify Purchasing and Financial Accounting
- Place in Name Change box in file room

Student Employees:

- Personnel folder name changed
- Benefits folder name changed