

Name Change Form

***All name changes will require an updated Social Security Card be provided to the Human Resources Department.**

If you are an **employee of the College** (faculty or staff), please return this completed form to Human Resources, Kearney Building, Room 211.

If you are a student, you must change your name with the Registrar's Office, Kearney Building, Room 211.

Employee Name: _____

Employee ID: _____

New Name: _____

Effective Date of Change: _____

Employee's Signature: _____

Date: _____

Please include a telephone number other than your St. John Fisher telephone number by way of which OIT can contact you should there be questions concerning your name change request.

Telephone: _____

NOTE: If you participate in the TIAA retirement program, you will need to contact them directly to change your name. Either call (800) 541-5252 (800-901-5252) or (521) 108-1144 (521-108-1144).