

## Name Change

IRS regulation, as well as the Federal Employer's Tax Guide requires that each employee's payroll name & number must exactly match their Social Security Card to prevent misdirected Social Security funds.

To verify this, **HR must see your new original Social Security Card** and make a copy for your file.

If new WOU ID card is desired, please request at the time you submit this form.

WOU ID#	Check one:		
	<input type="checkbox"/> Staff/Faculty	<input type="checkbox"/> Student	<input type="checkbox"/> Student Employee

### Previous Name

Last Name	First Name	Middle Name

### New Name (as it appears on Social Security Card)

Last Name	First Name	Middle Name
	Preferred First Name (if different)	

Signature:	Date:

### HR Office Use Only

<input type="checkbox"/> Received	Date: <input type="text"/>	By: <input type="text"/>
<input type="checkbox"/> Make 2 copies of the SSC		
<input type="checkbox"/> Attach copy #1 of the SSC to this form		
<input type="checkbox"/> Update PPAIDEN	Date: <input type="text"/>	By: <input type="text"/>
<input type="checkbox"/> Pull previous I-9		
<input type="checkbox"/> Complete re-certification section of I-9		
<input type="checkbox"/> Attach copy #2 of the SSC to I-9		
<input type="checkbox"/> Write new name on top of I-9 and highlight		
<input type="checkbox"/> Re-file I-9 by NEW name		
<input type="checkbox"/> Personnel File update & cross-reference		
<input type="checkbox"/> Send email to Benefits & Salary Administration Coordinator to update PEBB/PERS if applicable		