



Change of Name Form

Please print or type clearly

The following forms are required to process a name change*:

- Social Security Card (reflecting new name)
- Federal Tax Form, W-4
- State Tax Form, A-4
- If enrolled in ASRS, an ASRS name change form-mail to ASRS
- If enrolled in ICMA, an ICMA change form- mail to ICMA

IMPORTANT TAX INFORMATION:

Tax forms received under your "new" name will not be processed until all required name change documents are received. Tax withholdings can be changed, in the meantime, by also submitting tax forms under your current "former" name. If you have questions call payroll at ext. 22465.

*Your name change will not be processed until all required documentation has been received. Your name will be changed exactly as printed on your new social security card. Once payroll has changed your name a work order will be submitted to the IT Department to complete the change in other technical applications.

New Name:

Former Name:

Employee Number:

** Please update any address, phone, or emergency contacts online in the Employee Self Service system**

Marital Status:

☐ Married

☐ Single

Employee Signature

Date signed

Please send completed form and all supporting documents to Payroll – OCC210

Payroll Use only:

☐	Name Changed in TotalHR
☐	Tax forms filed under new name
☐	Name Changed on Employee File
☐	Create IT Work Order for Name Change
☐	If Police/Fire Department-Notify Public Safety Personnel Unit via Email
☐	Email Municipal Security Group

Initials: _____ YYPP: _____