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 original Social Security Card** and make a copy for your file. For International students (non employed) you may use your passport.

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

WOU ID#	Check one:		
	☐ Staff/Faculty	☐ Student	☐ 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

☐ Received   Date: [_____] By: [_____]

☐ Make I copies of the SSC

☐ Updates PPAIDEN

☐ Pull previous I-9 (DocStar or Physical file)   Date: [_____] By: [_____]

     ☐ Complete re-certification section of I-9

     ☐ Attach copy of the SCC to I-9

     ☐ Write new name on top of I-9 and highlight

     ☐ Re-file I-9 by NEW name (DocStar)

☐ Update name in DocStar

☐ Send emails to Benefits Coordinator to update PEBB/PERS if applicable

TOGETHER WE SUCCEED