



# Legal Name Change Form

(Please send completed form and attachment to the Payroll Office, Oregon Hall)

## Declaration:

I hereby request that the University of Oregon use my new legal name in all University records. This name change is neither for fraudulent purpose nor the avoidance of creditors.

## Identification:

UO ID \_\_\_\_\_

## Previous Name

\_\_\_\_\_  
Last First Middle

## New Name

\_\_\_\_\_  
Last First Middle

## Mailing Address

\_\_\_\_\_  
Street City State Zip

**Note:** This mailing address will be used to update our records.

## Email Address

\_\_\_\_\_

## Phone

\_\_\_\_\_

## Signature

\_\_\_\_\_  
Employee Signature (New Name) Date

### Important: Attach a copy of my new Social Security Card.

**Note:** The Payroll Office requires that the employee submit a copy of his/her social security card bearing the new name. We will not make name changes without a copy of the SSN card for the following reasons:

- The name (and SSN) are used to identify employee wages for both the Social Security Administration and Internal Revenue Service.
- The name is used to validate that the SSN belongs to the employee.
- The IRS will penalize employers that report incorrect name and SSN information.

**Reference:** IRS Publication 15, Circular E, Employers Tax Guide

I request that the University of Oregon use my preferred first name or nickname rather than my legal first name in both the printed staff directory and the on-line directory.

## Preferred First Name

\_\_\_\_\_