

Name Change Request Form Instructions

Please Note: *In order to complete this form and change your name, a new Social Security Card with your new name must be obtained.*

Wages are attached to social security numbers, and the name on the paycheck must match the name on the social security card filed with the Social Security Administration (SSA).

The University utilizes the Social Security Number Verification Service (SSNVS) which allows employers to match their record of employee names and Social Security numbers (SSNs) with Social Security records before paying an employee and also for preparing and submitting W-2 Forms. Ensuring names and SSNs on the W-2 match is important because unmatched records can result in additional processing costs and un-credited earnings. Un-credited earnings can affect future eligibility to (and amounts paid under) Social Security's retirement, disability, and survivors program.

Instructions:

1. Obtain new Social Security Card and Complete the Name Change Request Form
2. **Update I-9:** Take your new original Social Security Card or Photo ID to your departmental representative to update your Form I-9 with your new name. As a federal document, the I-9 must be up to date and accurate at all times. Upon completion your Dept Rep should complete their portion of the Name Change Form.
3. **F.S. 119:** If you meet the conditions for exemption per Florida Statutes Chapter 119 please complete and attach the Exemption per F.S. 119 Form:
 - a. <http://www.hr.fsu.edu/PDF/Forms/timeandleave/ExemptionFS119.pdf>
4. **Dropbox** (<https://nifty.fsu.edu>) a copy of the new signed social security card and the "Name Change Request" form below to The Office of Human Resources, HR Records at HR-RECORDS@FSU.EDU.
5. **W-4 (If applicable):** Update your W-4 information in OMNI via Employee Self Service.
6. **Benefits (If applicable):** If your name is changing due to marriage or divorce, contact Human Resources - Benefits for any dependent eligibility, and coverage changes at 850-644-4015.
7. **FSU Card (If applicable):** Once updated in OMNI, bring your old FSU Card and a Government-issued ID (Driver's License, Passport, etc.) with your new name and documentation of the legal name change (letter of change, marriage license, etc.) [in order to waive the replacement fee] to the FSU Card Center located in the Woodward Parking Garage by the FSU Bookstore.
8. **FSU Email:** Personal Email aliases can be changed with an ITS case. Please see below:
 - a. <https://fsu.force.com/s/article/How-do-I-request-a-new-personal-email-alias-1600352306604>
9. **Preferred Name (If applicable):** A short or nickname that is different than your legal name can be used in reporting, phone listings, and other lookups generated from OMNI systems. To update a preferred name you must complete the Preferred Name Request within Self Service:
 - a. Job Aid: <https://hr.fsu.edu/sites/g/files/upcbnu2186/files/PDF/Publications/FSU-HR-Preferred-Name-Change-Job-Aid.pdf>
 - b. **This change does not affect your legal name.**

Name Change Request Form

The below employee requests implementation of the following name change:

Employee ID: _____

| | | | | | |
|-----------|-------|-------|-------|--------|--------|
| Old Name: | _____ | _____ | _____ | _____ | _____ |
| | First | MI | Last | Prefix | Suffix |
| New Name: | _____ | _____ | _____ | _____ | _____ |
| | First | MI | Last | Prefix | Suffix |

Employee Signature

Date

To be completed by the Department Representative:

I, _____ (*name*) confirm this employee's Form I-9 has been updated with a Section 3 Name Change Update on this day _____ (*date*).

Department Representative Signature

INSTRUCTIONS:

With the completed Name Change Form, copy of your new signed Social Security Card, and (if applicable) the F.S. 119 Exemption Form,

Dropbox (via <https://nifty.fsu.edu>) to HR-RECORDS@FSU.EDU

OR

Mail to: Office of Human Resources - HR Records
A6200 UCA, 282 Champions Way
Tallahassee, FL 32306-2410