

In order to process a name change, the employee must have made the necessary updates with the Social Security office. The legal supporting documentation (I.E.: marriage certificate, divorce decree, etc.) that substantiates the reason for the name change, should be emailed, along with this form to hr-records@usf.edu.

Additional Information:

- All name changes submitted are automatically forwarded to PeopleFirst and distributed to all your benefit providers.
- You will need to contact USF IT security department at help@usf.edu if you wish to use a preferred name or have your net ID and/or email address changed.
- If you are a current or former USF student, you will need to make a name change request with the Registrar's office if you wish their records to be updated.
- You may obtain a new employee ID card with your new name, after the change electronically flows through and updates the different computer systems, please allow approximately four days before contacting card services.
- **Consider updating your W-4 each year when your personal or financial situation changes, through GEMS Self-Service.**

Empl Id or last 4 digits of social security number: _____

Previous: Last Name _____ First Name _____ Middle Name _____

New: Last Name _____ First Name _____ Middle Name _____

Signature: _____ Date: _____