



Employee Request for Name Change

Revised 9/10/18
Form Owner: Human Resources

USER INSTRUCTIONS

Form Purpose: Use this form to report a name change.

How to Complete this Form: Fill out this form online—it is a “fillable” MS Word document, which you can save to your computer. Alternately, print this form and complete it by hand.

How to Submit this Form: Submit the signed form on paper.

Where to submit this Form: Submit a hard copy to the Human Resources Department, 200 N. Monroe Street, Eugene, OR 97402. Additional documentation is required—see Required Documentation Section below. This packet contains the following forms:

- Employee Request for Name Change Form
- [W-4 Form](#)
- [Direct Deposit Form](#)
- Employee Request for Address Change Form
- [PERS Beneficiary Form](#)
- [PERS Payee Change Request](#)
- [Insurance Change Form](#)

PREVIOUS NAME – Fill Out Completely

Previous Last Name	Previous First Name	Previous Middle Name	Previous Preferred Name
--------------------	---------------------	----------------------	-------------------------

NEW NAME – Fill Out Completely

New Last Name	New First Name	New Middle Name	New Preferred Name
---------------	----------------	-----------------	--------------------

REQUIRED DOCUMENTATION – These items are required for first or last name change but not preferred name changes.

- Completed Employee Request for Name Change Form
- Social Security Card with new name must be presented before change can be made.
- W-4

OPTIONAL DOCUMENTATION – These items are optional, depending on your situation.

- Employee Request for Address Change Form
- PERS Beneficiary Form (completed form to be sent directly to PERS)
- PERS Payee Change Request (completed form to be sent directly to PERS)
- Insurance Change Form
- Direct Deposit Form
- Marriage License/Divorce Decree or Court Document for PERS and Insurance Changes (if applicable)
- Birth Certificates of new dependents (if you wish to add them to your insurance).

IMPORTANT INFORMATION – Please read.

Employee is responsible for contacting the following to make changes:

-Public Employees Retirement System (PERS): 1-888-320-7377

-To change your 4J email address, use your 4J email account to send an email to nethelp@4j.lane.edu asking them to update your address to your new name.

Bring your completed forms to: Human Resources, 200 North Monroe Street, Eugene, OR 97402

SIGNATURE

Employee Signature

Employee #

Date