



Office of Human Resources

NAME CHANGE FORM

PLEASE PRINT

EMPLOYEE'S ORIGINAL NAME (Legal Name): _____

SOCIAL SECURITY #: _____

NEW LEGAL NAME : _____

DOCUMENTATION PRESENTED:

A copy of the:

New Social Security Card

Document must be presented to Human Resources in order to complete this change.

Employee Signature

Date

RETURN THIS FORM TO HUMAN RESOURCES

The Office of Human Resources is located in Kellenberg Hall, room K011.

Office hours are Monday through Friday 9:00am to 5:00pm

Any questions please contact Human Resources 516-323-3050