

Name Change

IRS regulation, as well as the Federal Employer's Tax Guide requires that each employee's payroll name & number must exactly match their Social Security Card to prevent misdirected Social Security funds.

To verify this, **HR must see your new original Social Security Card** and make a copy for your file. For international students (non employed) you may use your passport.

If new WOU ID card is desired, please request at the time you submit this form.

WOU ID#	Check one:
<input type="text"/>	<input type="checkbox"/> Staff/Faculty <input type="checkbox"/> Student <input type="checkbox"/> Student Employee

Previous Name

Last Name	First Name	Middle Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

New Name (as it appears on Social Security Card)

Last Name	First Name	Middle Name
<input type="text"/>	<input type="text"/>	<input type="text"/>
	Preferred First Name (if different)	
	<input type="text"/>	

Signature:	Date:
<input type="text"/>	<input type="text"/>

HR Office Use Only

<input type="checkbox"/> Received	Date: <input type="text"/>	By: <input type="text"/>
<input type="checkbox"/> Make 1 copies of the SSC		
<input type="checkbox"/> Update PPAIDEN		
<input type="checkbox"/> Pull previous I-9 (DocStar or Physical file)	Date: <input type="text"/>	By: <input type="text"/>
<input type="checkbox"/> Complete re-certification section of I-9		
<input type="checkbox"/> Attach copy of the SSC to I-9		
<input type="checkbox"/> Write new name on top of I-9 and highlight		
<input type="checkbox"/> Re-file I-9 by NEW name (DocStar)		
<input type="checkbox"/> Update name in DocStar		
<input type="checkbox"/> Send email to Benefits Coordinator to update PEBB/PERS if applicable		