



## **NAME / ADDRESS CHANGE FORM**

*(or Add Additional Address for Banner)*

☐ Classified      ☐ Academic      ☐ Full Time      ☐ Part Time / Hourly      ☐ Student Worker

Name: \_\_\_\_\_

Date of Change: \_\_\_\_\_ SSN: XXX-XX-\_\_\_\_\_ Location: MC WVC DIST

New Address: \_\_\_\_\_  
(if providing only a P.O. Box for primary address, must also provide a resident address for benefit-related purposes)

City: \_\_\_\_\_ ST: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

☐ Check this box only if the above address is a secondary address, then choose secondary address type below:

☐ Check Address      ☐ Main Address      ☐ Parent Address      ☐ W-2 Address

New Name: \_\_\_\_\_  
(for name change only)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

Accepted by: \_\_\_\_\_

\_\_\_\_\_  
Human Resources Representative

\_\_\_\_\_  
Date

### **Instructions for Name/Address Changes**

1. Complete a change of beneficiary form for your respective retirement systems, if a member.
2. Update dependent coverage/address on health and welfare plans by completing the appropriate forms (see Benefits Specialist to obtain correct forms).
3. Complete voluntary benefit program forms (TSA, 457, Flex Benefit, etc.)
4. Return all documents to Human Resources.
5. *If Address Change Only, form may be completed by Human Resources Representative without employee signature.*

### **Additional Instructions for Name Change Only!**

1. Obtain new social security card reflecting new name. Bring the original to Human Resources for copying.
2. If the name change is due to marriage, attach a copy of the marriage certificate for benefit-related purposes.
3. Complete new tax withholding forms.

### **Distribution of Documents by Human Resources**

1. Original name change to be filed in employee's personnel file and after entry into Datatel/Banner.
2. A copy of name change, withholding forms, and copy of social security card to be submitted to Payroll.
3. A copy of name change to be submitted to Benefits Specialist.
4. Official name change notification to respective STRS/PERS retirement system.
5. Copy to respective President's Office.

HR/ras/12.13.16

Distribution: Original – Personnel File; 1<sup>st</sup> Copy – Payroll; 2<sup>nd</sup> Copy – Benefits Specialist; 3<sup>rd</sup> Copy – President's Office

Change Processed: ☐ Datatel/Banner    ☐ Personnel File    ☐ PERS    ☐ QCC    HR Specialist - Initial / Date: \_\_\_\_\_