



UNIVERSITY CORPORATION AT MONTEREY BAY
100 Campus Center, Seaside, California 93955-8001

NAME CHANGE FORM

Legal Name Change: Employees who have changed their name must first apply for a new Social Security Card with the Social Security Administration. The Social Security Administration can be reached by calling (800) 772-1213 or by visiting a Social Security Administration Office.

Preferred Name Change: Preferred names may be used by employees in various areas of the workplace, including but not limited to email addresses, name badges, internal directories, and informal communications.

University Corporation will make reasonable efforts to update systems and records to reflect the employee's preferred name. However, there may be instances where the legal name must be used, such as in systems where such modifications are not feasible, correspondence with government agencies, or in legally binding documents.

NAME CHANGE - PREVIOUS NAME:

Last Name First Name MI

Last four digits of SSN: XXX-XX-_____

NAME CHANGE - NEW NAME:

Legal Name Preferred Name

Last Name First Name MI

Date of Change

If this name change is also effective for your dependent(s), please attach subsequent forms and Social Security Card(s).

I hereby authorize The University Corporation at Monterey Bay to use my new name on all future personnel records. I understand that it is my responsibility to contact IT to update computer access, email account to reflect this name change.

Employee's Signature Date

To change your address, phone number, and/or gender, please use the self-service feature in GoCo. To update your beneficiaries, please go to: ADP -> Myself -> Personal Information -> Dependents & Beneficiaries

OFFICE USE ONLY
Human Resources
ADP/GoCo
Benefits
Personnel File