

# EMPLOYEE NAME

# CHANGE FORM

Complete online or in **dark blue or black ink** and submit to Human Resources



If your name has been legally changed, please present the following supporting documentation along with this form:

A copy of your name change document (marriage certificate or legal name change document).

If you bring in the original, we will make a copy

**AND**

A piece of government-issued ID in your new name (preferably a driver`s license, passport, or other ID with a picture and signature).

**OR**

If you cannot locate your name change document, we will accept two pieces of government-issued ID in your new name.

Previous full legal name (first, middle initials, last)	UFV employee ID
New full legal name (first, middle initials, last)	Date of birth Y Y Y Y   M M M   D D
Would you like your UFV email updated with your new name? <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>FOR OFFICE USE ONLY</b> Banner Manulife MSP Pension
Employee`s signature (in new name)	
Date	

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