

Name Change Information			
Banner ID		Date	Contact Phone Number
<b>NEW Name</b>	Last Name	First Name	Middle
<b>PREVIOUS Name</b>	Last Name	First Name	Middle
Instructions			
<ol style="list-style-type: none"> <li>1. Please come to the Office of Human Resources with this form and your social security card reflecting your new name.</li> <li>2. HR will update your name in Banner.</li> <li>3. It is recommended that you obtain a new ID Card from Tribe Card Services after your name has been updated in Banner. Please contact Tribe Card Services for any questions or fees associated with a new card.</li> <li>4. It is the responsibility of the employee to update any beneficiary information for any policies such as life insurance.</li> <li>5. If you do not work onsite at William &amp; Mary, please contact <a href="mailto:askHR@wm.edu">askHR@wm.edu</a> for assistance.</li> </ol>			
Signature/Date			
Employee's Signature _____			
Date _____			