



Payroll Name Change Form

Banner ID number

Current name as it appears
on payroll records

Print new name:
First **Middle** **Last**

Effective date of Name Change

Reason for name change

Signature

Date

Acceptable document provided to
change name:

- Court Order
- Marriage License
- Driver License
- Divorce Decree
- Social Security Card

(Place a check beside the original
documentation viewed as proof)

****If you wish to change your name as it appears on the
campus caller ID, or your UConnect ID, please call the
IT help desk at X 2255 and submit a work order.****

Return form to:
Human Resources
Admin 204
100 N Univ. Dr., Box 171
Edmond, OK 73034

Office use only

Initial and Date

- Banner
- VSP
- Comp/Hiring
- DPS-KEYS
- TR