



### **Name Change Notification Form**

It is the employee's responsibility to update Human Resources with any name changes. Please collect the mandatory support documentation, complete the form below, and schedule a meeting with Human Resources to approve the name change.

#### **Support Documentation for HR Meeting**

- Legal documentation verifying the updated name change (ex. \*\*Social Security Card, Marriage License, Driver's License, US Passport, or Court Decree) **no electronic or photocopies**
- Employee Name Change Form
- Updated Federal & State W4- *Business Services website* (Payroll & Accounts Payable Forms)
- Updated Life Insurance Beneficiary Change Form- *HR website* (General HR Forms)

#### **Other Updates**

**Licensed Staff:** Update name with MN Professional Educator Licensing and Standards Board (PELSB) & Teachers Retirement Association (TRA).

- **PELSB** link to change name on teaching license:  
<https://public.education.mn.gov/educatorsonline/signin/renewal>
- **TRA** website: <https://minnesotatra.org/contact/>  
Phone number to TRA to verify name change: **651-296-2409**

- **Non-Licensed Staff:** Name must be updated with Public Employee Retirement.
  - Link to PERA login: <https://member.mnpera.org/MemWeb.dll>
  - Link to Social Security Card: <https://faq.ssa.gov/en-us/Topic/article/KA-01981>
  - Phone number to PERA to verify name change: **651-296-7460**

**\*\*If your name differs from that shown on your Social Security Card:**

- *How do I change or correct my name on my Social Security Card?:*  
<https://faq.ssa.gov/en-us/Topic/article/KA-01981>
- *Phone for Additional Help:* **1-800-772-1213**

### **Current Name Information on Record**

\_\_\_\_\_  
(First Name) (Middle Initial/Name) (Last Name)

### **New Name Information for Records Update**

\_\_\_\_\_  
(First Name) (Middle Initial/Name) (Last Name)

\_\_\_\_\_ (signature)

\_\_\_\_\_ (date)