

Western New England University
Springfield, Massachusetts

Legal Name Change Form

Declaration:

I hereby request that Western New England University use my new legal name in all University records. This name change is neither for fraudulent purposes, nor the avoidance of creditors.

Please Print:

Previous Name:

Last

First

Middle

New Name:

Last

First

Middle

Mailing Address:

Street

City

State

Zip

Note: This mailing address will be used to update our records

Signature

Employee Signature (New Name)

Date

Important: A copy of your new Social Security Card must be attached

The Human Resource Office requires that the employee submit a copy of his/her social security card bearing the new name. We will not make changes without a copy of the SSN card for the following reasons:

- The name (and SSN) are used to identify employee wages for both the Social Security Administration and Internal Revenue Service.
- The name is used to validate that the SSN belongs to the employee.
- The IRS will penalize employers that report incorrect name and SSN information.

Reference: IRS Publication 15, Circular E, Employers Tax Guide