



Name Change Request

ABILENE CHRISTIAN UNIVERSITY

Changes for **students** must be made in the Registrar's Office.
Changes for **employees** must be made by Human Resources Office.

We must have a copy of a marriage certificate, social security card, or a picture ID in order to process your request

Changes to your name will require you to have your ID card updated at The Depot.
If you would like to have your ACU email updated, please contact the Helpdesk at x4357.

New Full Name: _____ Social Security # _____

Previous Full Name: _____ Banner ID # _____

Please indicate new address below, if applicable:

Spouse's Name: _____ Banner ID # (if applicable) _____

Spouse work for ACU? YES -- NO

Spouse a student at ACU? YES -- NO

Please circle correct answer for both.

Signature: _____ Date: _____

****Please note that if your new name does not match the name on your social security card, you need to fill out a SS-5 (which you can get online by accessing the following link <http://www.ssa.gov/online/ss-5.pdf>) and turn it in to the Social Security Administration office. If you do not change your name with the Social Security Administration, all tax documents issued by ACU will use the name registered with the Social Security Administration.***

FOR OFFICE USE ONLY	(Initial)	
Make Copy for Advancement	_____	date _____
Change name label in EE File, Payroll, Benefits Files	_____	date _____
Change name in PPAIDEN, update marital status	_____	date _____
File in EE File (Miscellaneous)	_____	date _____