



## Name Change Form

**\* All name changes will require an updated Social Security Card to be provided to the Human Resources Department.**

If you are an **employee of the University** (faculty or staff), please return this completed form to Human Resources, Kearney Building, Room 211.

*If you are a student, you must change your name with the Registrar's Office, Kearney Building, Room 211.*

**Employee Name:** \_\_\_\_\_

**Employee ID:** \_\_\_\_\_

**New Name:** \_\_\_\_\_

**Effective Date of Change:** \_\_\_\_\_

**Employee's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Please include a telephone number other than your St. John Fisher telephone number by way of which OIT can contact you should there be questions concerning your name change request.**

**Telephone:** \_\_\_\_\_

**NOTE:** Fisher cannot change your name with TIAA (the 403(b) Retirement Plan administrator) or with HSA Bank (the Health Savings Account administrator).

- To change your name with TIAA, call 1-800-842-2252 to initiate the name change process.
- To change your name with HSA Bank, follow the instructions on the HSA Bank name change form.
- Human Resources will automatically change your name with Excellus BCBS and VSP.

**Thank you.**

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Human Resources Department