



## Employee Name Change/ Marital Status Change Request Form

(Please type or print legibly)

**Note:** This form is to be used for name changes only. Name changes must be submitted to the Human Resources Office.

**Section A.**

**Old Name:** \_\_\_\_\_  
(Last Name) (First Name) (Middle Initial)

**Employee Banner Id #:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_ **E-mail Address:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Type:** Home \_\_\_\_\_ Mobile \_\_\_\_\_ Work \_\_\_\_\_

**Section B.**

**New Name:** \_\_\_\_\_  
(Last Name) (First Name) (Middle Initial)

\_\_\_\_\_  
Employee/ Student Signature Date

**2 LEGAL DOCUMENTS MUST BE PRESENTED TO INITIATE A NAME OR MARITAL STATUS CHANGE**

- \_\_\_\_ Marriage Certificate
- \_\_\_\_ Divorce Papers
- \_\_\_\_ Social Security Card \*Required\*
- \_\_\_\_ Certified Copy of Court Order
- \_\_\_\_ Other: \_\_\_\_\_

**This form will change the Name on your payroll records ONLY.** Submit form to the Office of Human Resource, Carlton J. Barber Administration Building Lower Level, for processing.

**For the following benefits, please update your Name by contacting the vendor directly:**

<b>Benefit Vendors Contact Information</b>	
State Health Plan	<a href="https://shp-login.hrintouch.com">https://shp-login.hrintouch.com</a>
NCFlex (dental, vision, flex spending, NCFlex life, AD&D, critical illness, cancer)	<a href="https://shp-login.hrintouch.com">https://shp-login.hrintouch.com</a>
TIAA-CREF ORP or 403(b)	877-267-4505
Fidelity ORP or 403(b)	800-343-0860
Valic ORP	800-448-2542
Lincoln Financial ORP	866-419-7202
Prudential 401(k) & 457	866-627-5267
Teachers' and State Employees' Retirement System (TSERS)	877-627-3287
Liberty Mutual Long Term Disability	888-440-6118
Standard Long Term Disability	800-368-1135
Legal Shield (pre-paid legal services)	800-654-7757