



## **Human Resources Internal Operating Procedures**

Procedure 6.M: Name Change Procedure

Volume 6

Managing Office: Office of Human Resources

Effective Date: July 18, 2023

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### **I. Purpose**

This procedure will document the process and guidelines to change employee's name in Banner Human Resources/Payroll System, update taxes, and update benefits checklist.

### **II. Name Change Procedure for faculty and staff**

Alabama A&M University employees who wish to change their name in the Banner Human Resources /Payroll system must first go to the local Social Security Administration office (SSA) to officially change their name. Once the SSA makes the change, the employee will be given a receipt confirming the name change. The employee should receive the official social security card reflecting the name change in the mail in a few weeks. Once the employee receives the official social security card, the employee should visit the Office of Human Resources and request that her/his name be changed in Banner Human Resources/Payroll system.

The name change will be reflected immediately in Banner Human Resources/Payroll system after the Office of Human Resources receives the official documentation – Name Change Form and new Social Security Card.

### **Huntsville SSA Office Contact Information:**

4970 Research Drive, NW

Huntsville, AL 35805

P: 1-800-772-1213

TTY: 1-800-325-0778

Hours of operation:

Monday through Friday 9:00 a.m. – 4:00 p.m.

Additional information from the SSA regarding name change can be found at:

<https://www.ssa.gov/personal-record/change-name>

### **Name Change Process for students**

Students must contact the Office of the Registrar to make the necessary name change in the Banner Student system. For more information regarding changing a name in the Banner Student system, please contact the Office of the Registrar at 256-372-5254 or email via registrar@aamu.edu.

**Alabama Agricultural and Mechanical University  
Office of Human Resources**

**Mailing Address: Human Resources, Alabama A&M University, Normal, AL 35762**  
**Phone: 256.372.5835 Fax: 256.372.5881**

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## Name Change Form

**The employee will need to bring the following documents to the Office of Human Resources:**

- The new Social Security Card that reflects the name change.
- This name change form.

Date: \_\_\_\_\_ Banner ID#: \_\_\_\_\_

Current Name of employee: \_\_\_\_\_  
First Name Middle Name Last Name

Requested to be changed to: \_\_\_\_\_  
First Name Middle Name Last Name

**Note:** If address and phone number changed, employee should log into Self-Service Banner (SSB) to change address and phone number.

\_\_\_\_\_  
Signature of Employee Date

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**For the Office of Human Resources**

Name of HR staff received form (Please print): \_\_\_\_\_

Date HR staff reviewed the social security card: \_\_\_\_\_

Date HR staff updated Form I-9: \_\_\_\_\_

Date HR staff updated name on the employee's personnel and benefits file folder: \_\_\_\_\_

## **Name Change Benefit Information Checklist**

**After changing your name, the below items may apply to you.**

1. \_\_\_\_ The employee may wish to change his/her email address. If so, send an email to Ted Stewart in Information Technology System indicating the current name and the new name for the email address.
2. \_\_\_\_ The employee may wish to change his/her federal and state tax status in cases where the marriage status changed. The employee should complete a new form A-4 for Alabama tax withholding and a new form W-4 for federal withholding. The forms are located on the Office of Human Resources website at <https://www.aamu.edu/about/administrative-offices/human-resources/documents-forms.html> and in the Office of Human Resources. After completing the form, submit the tax form(s) to the Payroll Department, Patton Hall, room 105.
3. \_\_\_\_ The employee may wish to change his/her beneficiary information. To change the beneficiary information for the life insurance, the **Guardian Beneficiary Designation Change (GG-17)** form should be completed. The file is located in the Office of Human Resources or at: <https://www.aamu.edu/about/administrative-offices/human-resources/documents-forms.html>
4. \_\_\_\_ To change the beneficiary information for the Teachers' Retirement System, the **Change of Beneficiary (RSA Form 100C)** form should be completed. The form is located in the Office of Human Resources or you can access it here: <https://www.aamu.edu/about/administrative-offices/human-resources/documents-forms.html>
5. \_\_\_\_ If the employee has a voluntary retirement plan (One America), the employee should contact **Mr. Wilbert Hamilton at 205.313.6464 or 334.233.7216** for name change and if applicable change beneficiary information.
6. \_\_\_\_ To change the name with Teachers' Retirement System of Alabama and PEEHIP health insurance, the employee must provide a copy of his/her social security card to TRS and PEEHIP. The change will automatically transmit to Blue Cross Blue Shield of Alabama and member will receive a new insurance card. Mail the documents to TRS, P.O. Box 302150, Montgomery, AL 36130-2150.
7. \_\_\_\_ To change the name with Guardian the **Guardian Enrollment Application** form should be completed. The form is located on the Office of Human Resources website <https://www.aamu.edu/about/administrative-offices/human-resources/documents-forms.html> and in the Office of Human Resources.
8. \_\_\_\_ To change the beneficiary with Aflac, the **Request for Beneficiary Change (Form H-L0046.12C)** form should be completed. The form is located at the Office of Human Resources or you can access it here: <https://www.aamu.edu/about/administrative-offices/human-resources/documents-forms.html>