



## Human Resources Internal Operating Procedures

Procedure 6.M: Name Change Procedure

Volume 6

Managing Office: Office of Human Resources

Effective Date: February 24, 2016

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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: 1-866-593-0665

TTY: 1-256-837-8803

Hours of operation:

Monday, Tuesday, Thursday, and Friday 9:00 a.m. – 4:00 p.m.

Wednesday 9:00 a.m. to 12:00 p.m.

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

<https://faq.ssa.gov/ics/support/kbanswer.asp?QuestionID=3749>

### III. 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 go to:

[http://www.aamu.edu/administrativeoffices/registrar/Documents/chg\\_name\\_ssn%202015.pdf](http://www.aamu.edu/administrativeoffices/registrar/Documents/chg_name_ssn%202015.pdf)

**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 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.guardianlife.com/sites/default/files/gg-17beneficiarychangeform.pdf>
4. \_\_\_\_ To change the beneficiary information for the Teachers' Retirement System, the **Change of Beneficiary (RSA Form 100C)** form should be completed. The file is located in the Office of Human Resources or at [http://www.rsa-al.gov/uploads/files/RSA\\_100-C\\_Change\\_of\\_Beneficiary.pdf](http://www.rsa-al.gov/uploads/files/RSA_100-C_Change_of_Beneficiary.pdf)
5. \_\_\_\_ If the employee has a voluntary retirement plan (TIAA-CREF, LSW, VALIC or ASPRIE), the employee should contact Mr. Wilbert Hamilton at 256.541.4565 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 and Aflac, the **Guardian Enrollment Application and AFLAC Request for Name Change (Form H-L0046.12A)** form should be completed. The form is located at <https://www.aflac.com/docs/employers/change-forms/aflac-name-change-form.pdf>
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 <https://www.aflac.com/docs/employers/change-forms/aflac-beneficiary-change-form.pdf>