



Office of Faculty Affairs

Address or Name Change Form

Current/New Name: \_\_\_\_\_

Former Name: \_\_\_\_\_

Banner ID Number: \_\_\_\_\_

New Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip: \_\_\_\_\_

Telephone #: \_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature

**NOTE:** Name changes must be accompanied by a photo ID and social security card bearing the new name before it can be changed in Banner. Please bring documents to 102 Blair Hall.

cc: Payroll  
HR Banner