# Stafford Municipal School District
## Employee Name Change Form

For an employee to change his/her name on official SMSD records, both of the following original documents must be presented **in person** at the Talent Acquisition/Human Resource Office. Please bring original documents to SMSD Front Desk, Administration Building. Providing original documentation to Talent Acquisition/Human Resource Office in person helps protect employees from identity theft and ensures that earnings are reported correctly to TRS.

1. An **original social security card** showing the employee's new name
2. An **original valid photo ID** (ex., driver's license) showing the employee's new name

**Employee ID Number**:_____ **Last 4 digits of SSN**:_____

**Campus/Department**:_____

**Current Name on your official SMSD Records (Please Print)**

_____

Last Name First Name Middle Name

**I request that my name be changed official SMSD Records (Please Print)**

_____

Last Name First Name Middle Name

_____

Employee Signature Date

**PLEASE NOTE**: A change in your legal name may also require a name change for the Teacher Retirement System and insurance benefit carriers. You may wish to change your beneficiary as listed with TRS and on various benefit plans. You can also change your status of exemptions for tax purposes by completing a new W-4 form. Please contact Talent Acquisition/Human Resources if you need additional forms or assistance.