



Name Change Notification Form

Please fill in all fields below, print, sign, and return to Human Resources with your supporting documentation. It is the employee’s responsibility to update Human Resources with any name changes.

Supporting Documentation

- Legal documentation verifying the updated name change (ex. Social Security Card, Marriage License, Driver’s License, US Passport, or Court Decree) ***no photocopies**
- Completed name change form
- Updated Federal & State W4 (2020)
- Updated beneficiary form (not required at this time but recommended)

Other Updates

Licensed Staff: Update name with MN Professional Educator Licensing and Standards Board (PELSB) & Teachers Retirement Association (TRA).

- MN PELSB Form *(to be filled out with HR Representative)*
- Phone number to TRA to verify name change: **651-296-2409**

• **Non-Licensed Staff:** Name must be updated with Public Employee Retirement.

- Link to PERA: <http://www.mnpera.org>
- Link to Social Security Card: <https://faq.ssa.gov/en-us/Topic/article/KA-01981>

If your last name differs from that shown on your Social Security Card, **check here.**
You must call 800-772-1213 for a replacement card.

Current Name Information on Record (required)

(First Name) (Middle Initial/Name) (Last Name)

New Name Information for Records Update

(First Name) (Middle Initial/Name) (Last Name)

_____ *(signature)*

_____ *(date)*

Bring this form along with supporting documents to:

**Human Resources
6311 Wayzata Blvd.
St. Louis Park, MN 55416**