



## Employee Name Change Form

Please complete this form and email it to Hillary Krauchun ([hkrauchun@orland135.org](mailto:hkrauchun@orland135.org)) in Human Resources. Once processed, Benefits Coordinator, Janet Drew, will contact you to review any changes.

Please note, this form is to be used for a **name change only**

**First Name**

**Current Last Name on file**

**New Last Name**

**Reason for Name Change**

Marriage/Civil Union

Divorce

Court Approved

**Effective Date of Name Change**

In addition to notifying Human Resources, please be sure to also update:

- School secretary / principal
- Emergency Contact (Skyward Employee Access)
- Address and Phone (Skyward Employee Access)
- ISBE
- TRS / IMRF
- Secretary of State
- Social Security Administration

*If you change your name on your social security card, please complete new W4s*

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*Submitting this form will update your name in Human Resources, Payroll and Benefits*