

# Employee Name Change

Please complete this form. Attach appropriate documents to the back of this form. Once you have completed the form you will need to return it to **3300 SW 29<sup>th</sup> Street, Suite 100, Topeka, KS 66614** or you may fax to: **785-273-3816**.

Employee's Current Name: \_\_\_\_\_

Employee's Last Four of Social Security Number: \_\_\_\_\_

Employee's New Name: \_\_\_\_\_

**Fill in the CIRCLE that applies to you and provide the correct documentation.**

- Correct error in spelling
  - Birth Certificate, State ID, US Military ID, Passport, U.S. Resident Alien Card
- Change due to marriage
  - Marriage Certificate
- Change due to divorce
  - Divorce Decree
- Legal Change of Name
  - Court petition for Name Change, U.S. Naturalization Certificate.

Employees Signature: \_\_\_\_\_ Date: \_\_\_\_\_