



Employee Name Change Form

Previous Name
(Last, First, Middle)

Updated Name
(Last, First, Middle)

I certify that my name was changed as shown above.

Employee Signature

Date

Return completed form to Human Resources for processing. This form is to be kept in your personnel file; if there are any changes, please contact Human Resources.

FOR HR USE ONLY:

IT work order placed _____

Once confirmation from IT received, update Employee Master _____

- Last Name
- Prior Name
- Employee Work Email

Personnel file folder labels updated _____

Name updated in SIMON _____

Notification of name change sent to fleet@co.benton.wa.us and payroll@co.benton.wa.us _____

HR Audit: _____