



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

- Employee Master updated with change and prior name _____
- Personnel file folder labels updated _____
- Name updated in SIMON _____
- IT work order placed _____
- Notification of name change sent to fleet@co.benton.wa.us _____