Name Change Notification Form

This name change form is for **active** employees only. For details and instructions, visit http://hrweb.mit.edu/forms/name-change, call (617) 253-4255 or email payroll@mit.edu. Please fill in all fields below, print, sign, and return with your supporting documentation.

Valid Supporting Documentation

- A copy of your marriage license or
- A copy of your new Social Security card

Current Name Information on Record (required)

_____

(first name) *(middle initial/name)* *(last name)*

Email Address: _____

*MIT ID Number:*_____

New Name Information for Records Update

_____

(first name) *(middle initial/name)* *(last name)*

_____ _____

(signature) *(date)*

Submit this form to:

HR Payroll Team
Financial Service Center
NE49-4097