



# Name Change Request

ABILENE CHRISTIAN UNIVERSITY

Changes for **students** must be made in the Registrar's Office.  
Changes for **employees** must be made by The Human Resources Office.

*\*\*We must have a social security card or a Government Issued photo ID in order to process your request\*\**

Changes to your name will require you to have your ACU ID card updated at The Depot.  
If you would like to have your ACU email updated, please contact the Helpdesk at x4357.

New Full Name: \_\_\_\_\_ Social Security # \_\_\_\_\_

Previous Full Name: \_\_\_\_\_ Banner ID # \_\_\_\_\_

Please indicate new address below, if applicable:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Spouse's Name: \_\_\_\_\_ Banner ID # (if applicable) \_\_\_\_\_

Spouse work for ACU? YES -- NO  
*Please circle correct answer for both.*

Spouse a student at ACU? YES -- NO

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

**\*\*Please note that if your new name does not match the name on your social security card, you need to fill out a SS-5 (which you can get online by accessing the following link <http://www.ssa.gov/online/ss-5.pdf>) and turn it in to the Social Security Administration office. If you do not change your name with the Social Security Administration, all tax documents issued by ACU will use the name registered with the Social Security Administration.\***

<b>FOR OFFICE USE ONLY</b>	(Initial)	
Make Copy for Advancement	_____	date _____
Change name in PPAIDEN, update marital status	_____	date _____
File in EE File (Miscellaneous)	_____	date _____