Name Change Request

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

A valid social security card or government issued photo ID is required to process a name change request

Changes to your name will require you to have your ACU ID card updated at Wildcat Central

If you would like to have your ACU email updated, please contact the Helpdesk at x4357

Employee Information:

New Full Name:_____ Banner ID _____

Previous Full Name: _____

Please indicate new address below, if applicable:

_____

_____

_____

Spouse Information (if applicable):

Spouse's Name: _____ Banner ID # _____

Spouse work for ACU? ___ YES ___NO   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.*