



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

Employee Information:

New Full Name: _____ Social Security # _____

Previous Full Name: _____ Banner ID # _____

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

Please check correct answer for both.

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.***

FOR OFFICE USE ONLY

(Initial)

Make Copy for Advancement

Change name in PPAIDEN, update marital status

date _____

date _____

Updated 2/7/2022