



Human Resources
282 Champions Way
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Name Change Information

In order to change your name, you must apply for and receive a copy of your new social security card with your new name.

Wages are attached to social security numbers, and the name on the paycheck must match the name on the social security card filed with the Social Security Administration (SSA).

The University utilizes the Social Security Number Verification Service (SSNVS) which allows employers to match their record of employee names and Social Security numbers (SSNs) with Social Security records before paying an employee and also for preparing and submitting W-2 Forms. Ensuring names and SSNs on the W-2 match is important because unmatched records can result in additional processing costs and un-credited earnings. Un-credited earnings can affect future eligibility to (and amounts paid under) Social Security's retirement, disability, and survivors program.

Once you have received your new Social Security Card:

Submit to Human Resources, Employee Data Management a copy of the new signed social security card and the "Name Change Request" form below.

If you meet the conditions for exemption per Florida Statutes Chapter 119, also complete and attach the Exemption per FS119 Form:

http://www.hr.fsu.edu/PDF/Forms/ExemptionFS119_fill.pdf

Update I-9: Take your updated Social Security Card or Photo ID to your departmental representative to update your I-9 with your new name. As a federal document, the I-9 must be up to date and accurate at all times.

If applicable, you may update your W-4 information in OMNI via Employee Self Service.

- If your name is changing due to marriage or divorce, contact Human Resources, Benefits for any dependent eligibility, and coverage changes.
- Employees who use a preferred name, can have it added into the OMNI Payroll System. The "preferred" names will then be used in reporting, phone listings, and other lookups generated from the OMNI systems.
- To update a preferred name you must complete the Preferred Name Request Form.
https://hrapps.fsu.edu/facultystaff_preferrednames/
- Your preferred name does not affect your legal name that is indicated on your social security card.

