

# Employee Change of Name/Marital Status

Please complete this form and include any applicable documents listed to properly update your personnel records with Human Resources and Payroll. Please forward the documents to the Department of Human Resources.

## Check all that apply in each section:

- A copy of new Social Security card
- A completed Federal W-4 form with legal name/status change
- A completed RI W-4 form with legal name
- A completed Direct Deposit form with legal name

RWU Employee ID Number: \_\_\_\_\_ Last 4 Digits of SSN: \_\_\_\_\_

New Name: \_\_\_\_\_  
(Last, First, Middle)

Previous Name: \_\_\_\_\_  
(Last, First, Middle)

## Reason for Name/Status Change

- Marriage (*Please provide a copy of your Marriage License.*)
- Divorce (*Please provide a copy of the full Divorce Decree.*)
- Death of Spouse/Dependent (*Please provide a copy of the Death Certificate.*)

## RWU accounts to be changed to New Name (*Check all that apply.*)

- Email
- Campus Portal
- Bridges
- Other – Please specify: \_\_\_\_\_

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

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**For HR Use Only** - Date Received: \_\_\_\_\_

## Applicable Documents Received (*Check all that apply.*)

- SS Card
- Federal W-4
- RI W-4
- Direct Deposit

## Forwarded to:

- HRIS
- Benefits
- Payroll
- IT