

**Return this form to:**

HR Shared Services  
hrservice@syr.edu  
Phone 315.443.4042 Fax 315.443.1063  
621 Skytop Road, Suite 1001, Syracuse, NY 13244

**Please complete this form, sign below, and attach a photocopy of your new Social Security card that bears your new name.** HR will not change your name without a copy of your new Social Security card. Your name as it appears on the Social Security card will be entered into the University system.

**Date:** \_\_\_\_\_

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

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

**SUID:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

Please note, HR will notify the following insurance companies of this name change (as applicable):

- Delta Dental
- OptumRx (Prescription Benefit Manager)
- Excellus BCBS (SUBlue/SUOrange/SUPro)
- SEBF Dental (Dental Plan for SEIU Bargaining Unit Members Only)
- The Standard (Voluntary Long Term Disability Plan)
- VSP Vision
- WageWorks (Flexible Spending Accounts)

You may also add a Preferred Name in MySlice, which will appear as your e-mail display name, and in OrangeSucces and Blackboard. Other University records including payroll and benefits will use only the name printed on your Social Security card.