



NAME AND ADDRESS CHANGE PROCEDURE

To stay compliant with the Social Security Administration and State policies, the Human Resources procedure for Name and Address changes has been modified.

The Human Resources Department uses two separate forms – one for name changes and another for address changes. Both forms are available in the Human Resources Department as well as on our website: [Click Here](#)

Name change procedure:

- 1) Name changes for current and/or former employees are made by the Human Resources Department.
- 2) The employee is required to fill out the appropriate form (available in the Human Resources Department and/or on the Human Resources website: [Name Change Request](#)).
- 3) The employee is required to come to the Human Resources Department and provide two types of supporting documents showing the legal change of name:
 - ✓ Official court document indicating Legal Change of Name, **and**
 - ✓ Driver's License (or other photo ID) with new name.
- 4) The Human Resources representative (in most cases, Front Desk staff) will inspect and verify the authenticity of the supporting documentation and approve the form by signing it and by contacting the GID coordinator who changes the employee's record in Banner.
- 5) As the employer, MSU is no longer required to see the Social Security Card, but we should remind our employees to check that their new name matches the name on their Social Security card.
- 6) Eligible employees will be also informed that they need to contact their retirement and supplemental annuities providers, and union organization with any name

changes. Health insurance providers will be notified automatically by the Human Resources Department.

- 7) Current employees who work out of town at MSU agencies and are unable to come to the Human Resources Department may complete the form and have it approved in their home department. In this case, the required documentation must be verified by departmental Human Resources representative, signed and submitted to the Human Resources.
- 8) **Only** former employees who do not live in Bozeman, are unable to physically come to the Human Resources Department, and have no departmental representative (*e.g. Retirees who do not reside in Bozeman and no longer work at MSU*) will be allowed to print and complete the Name Change Request form ([Name Change Request](#)), **sign** and mail it to the Human Resources Department along with the copies of required documentation (official court document indicating Legal Change of Name and Driver's License with new name).

Address Change Procedure

- 1) Address changes for current and/or former employees are made by the Human Resources Department.
- 2) The employee is required to fill out the appropriate Change of Address form (available in the Human Resources Department and/or on the Human Resources website: [Address Change Form](#)).
- 3) Current and/or former employees should submit a **signed** Change of Address form to the Human Resources Department and bring their picture ID to verify their identity.
- 4) Eligible employees are informed that they need to contact their retirement and supplemental annuities providers, and union organization with any changes. Health insurance providers will be notified automatically by the Human Resources Department.
- 5) Current employees who work out of town at MSU agencies and are unable to come to the Human Resources Department may complete and sign the Change of Address form, and present it to their home department for processing. In this case, the employee ID must be verified by their departmental Human Resources representative. Departmental representative is required to sign the Change of Address form before submitting it to the Human Resources Department.
- 6) **Only** former employees who do not live in Bozeman, are unable to physically come to the Human Resources Department, and have no departmental representative (*e.g. Retirees who do not reside in Bozeman and no longer work at MSU*) will be allowed to print and complete the [Change of Address form](#), **sign** and mail it to the Human Resources Department along with a copy of their picture ID.