



In order to change your name with the University of Northern Colorado, Human Resources need the following documents updated.

CLASSIFIED

Document	Process/Instructions
W-4	New W4 – Ensure name on SS card matches name exactly on W4.
I-9 Documentation	Provide documentation with new name. See I-9 Guidelines for acceptable forms of identification.
Banner Name/ID Change Form	Enter Bear number, prior name and new name for Banner updates.
PERA Member Info Form	Complete form with new name, include former name for reference.

FACULTY/PROFESSIONAL ADMINISTRATION

Document	Process/Instructions
W-4	New W4 – Ensure name on SS card matches name exactly on W4.
I-9 Documentation	Provide documentation with new name. See I-9 Guidelines for acceptable forms of identification.
Banner Name/ID Change Form	Enter Bear number, prior name and new name for Banner updates.
Faculty/Exempt Name/Address Change Form	Complete form with new name, include former name for reference.