

Instructions: Please attach a copy of your new Social Security Card with your updated name and submit to Human Resources via any of the following methods:

- E-mail – Scan completed documents, attach to e-mail, and send to humanresources@hcnv.us,
- U.S. Mail – Human Resources Department Attention: Human Resources Director 50 West 5th Street Room 205, Winnemucca, Nevada 89445, or
- In-person at the same mailing address listed.

Note: If a name change is the result of a marriage or divorce, please attach a copy of your marriage certificate or divorce decree, respectively.

Employment Status: Regular (Benefits Eligible) Casual (Benefits Ineligible) Temporary

Employee's New Legal Name: (as it appears on your Social Security Card)

Last Name First Name Middle Name

Employee's Previous Legal Name:

Last Name First Name Middle Name

Employee's Preferred Name:

Last Name First Name Middle Name

Effective Date of Change Reason for Change Marital Status

Employee Acknowledgement:

Employee's Name (Print) Employee's Signature Date

For Human Resources Use Only:

- Update master personnel file
- Update training profiles
- Update USCIS Form I-9
- Notify Information Technology Department of change for e-mail and computer profile updates
- Notify Payroll Technician by forwarding copy of *Notice of Employee Name Change* form and attachments
- Archive *Notice of Employee Name Change* form

Human Resources Director's Name Human Resources Director's Signature Date