



## REQUEST FOR PERSONAL INFORMATION CHANGE

(For use by students and/or employees)

### PLEASE ENTER YOUR CURRENT INFORMATION

ID#: \_\_\_\_\_ NAME: \_\_\_\_\_  
Last Name First Name Middle/Former Name

ADDRESS: \_\_\_\_\_  
Street City State Zip Code County

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

### PLEASE ENTER INFORMATION YOU WISH TO UPDATE

NEW NAME: \_\_\_\_\_  
Last Name First Name Middle/Former Name

NEW ADDRESS: \_\_\_\_\_  
Street City State Zip Code County

NEW PHONE: \_\_\_\_\_ NEW EMAIL: \_\_\_\_\_

Enter desired email address on the line above if you are reporting a name change and would like your WGTC email to reflect this. We can only update your email address - not username.

### PLEASE READ

**IF YOU ARE A STUDENT:** In order to complete a request for a name change, you must provide your campus' Admissions OR Records Office an updated copy of your signed social security card. This document must reflect the name you wish entered into the BANNER system.

**IF YOU ARE AN EMPLOYEE:** In order to complete a request for name change, you must provide your campus Human Resources Office an updated copy of your Social Security Card, Marriage License, or other government issued documentation. Human Resources will update your personnel folder and electronic records (PeopleSoft/Team Georgia and BANNER). However, you must also update this information with the below listed Benefits and Retirement system providers. Please contact the providers directly to process your request.

\*State Health Benefit Plan \*GaBreeze/FLEX Benefits \*Teacher's Retirement System \*Employee's Retirement System

### CERTIFICATION STATEMENT

By signing below, I request the above information be updated in all permanent records with the college. I understand that the college cannot legally create an alias, therefore all name change requests must be accompanied by the required supporting documentation referred to above. Failure to provide this documentation will cause any name change request to be denied. I further verify that the information and supporting documentation provided are true and accurate to the best of my knowledge.

Requestor's Signature \_\_\_\_\_

Date \_\_\_\_\_

### FOR OFFICE USE ONLY. PLEASE DO NOT WRITE BELOW THIS LINE.

BANNER updated: \_\_\_\_\_  
PSoft updated: \_\_\_\_\_

Email updated: \_\_\_\_\_  
Database updated: \_\_\_\_\_

Picture ID updated: \_\_\_\_\_  
Name Badge updated: \_\_\_\_\_