SANTA BARBARA CITY COLLEGE

Human Resources

Employee Name Change Request Form

□ Classified □ Part-Time Instructor □ Faculty □ Part Time / Hourly □ Student Worker

Name: _____Date of Change:_____ K#:_____
New Name:_____

I hereby authorize Santa Barbara City College to use my new name on all future personnel records.I further understand that my computer access, phone number, email account, access cards, travel cards and/or purchasing cards will be updated to reflect this name change.

_____ _____
Employee Signature Date

Accepted by: _____ _____
Human Resources Representative *Date*

Instructions for Name Change

1.) Obtain a new social security card reflecting a new name. Bring the original to Human Resources for copying.
2.) Complete new tax withholding forms (W-4, DE-4)[1]
3.) When applicable, provide a copy of Marriage/Separation or court ordered name change documentation.
4.) Notify Human Resources Benefits Specialist, Sharon Remacle, of name change by email: saremacle@pipeline.sbcc.edu or phone: (805) 730-5113
5.) After 24 hours log into pipeline and click on "Find username/reset password" under START HERE! Column. Enter your information and click "look up".

Human Resources Distribution of Documents

1.) Original name change to be filed in employee's personnel file and after entry into Banner. 2.) A copy of name change, withholding forms, and copy of social security card to be submitted to Payroll. 3.) Notify Benefits Specialist of name change.
4.) Complete Admissions & Records Employee Username Change Form, A & R will notify Helpdesk to update employees pipeline and username.
5.) Official name change notification to respective STRS/PERS retirement system. 6.) Update section 3 of employees I-9 form. If original I-9 form cannot be located complete new I-9

Distribution: Original – Personnel File; 1st Copy – Payroll; 2nd Copy – Benefits Specialist
Change Processed: ☐ Banner ☐Personnel File ☐STRS/PERS ☐ Security HR Specialist - Initial / Date: _____

[1] W-4 form https://www.irs.gov/pub/irs-pdf/fw4.pdf
DE-4 form https://www.edd.ca.gov/pdf_pub_ctr/de4.pdf