

Employee Name Change

For use by department representative, not employee



King County

Benefits, Payroll and
Retirement Operations

When an employee has legally changed their name, the Social Security Administration must be notified so a new Social Security card can be issued for the employee with their new legal name. To apply for the new card, the employee must contact SSA at 1-800-772-1213 or go to www.socialsecurity.gov/online/ss-5.html for the required forms and information online.

The IRS allows the County to photocopy the new Social Security card so we can retain verification that the legal name and Social Security Number are correct in payroll records and federal and state payroll reporting, such as the annual W-2 form. Accuracy ensures that the employee receives all of the benefits, such as unemployment insurance and federal retirement payments, they are entitled to receive. This also ensures that the County doesn't receive notices of errors or potential penalties.

After the employee receives their new Social Security card, here are the steps that must be followed:

1. The department human resources or payroll representative makes a copy of the employee's new Social Security card. The copy is kept on file in the department and is available to Central Payroll Operations if requested.
2. The employee fills out a new W-4 form with their new legal name. The department human resources or payroll representative verifies the information against the new Social Security card.
3. The department human resources representative changes the employee's name in the human resources/payroll system to exactly match the changed name with the new Social Security card.
4. The human resources or payroll representative fills out this form to attest that a copy of the new Social Security card and the new W-4 form (for name change only) have been reviewed for accuracy and are on file in the department. The human resources or payroll representative sends this form and the new W-4 form to Central Payroll Operations.

➡ *Please fill out the information below and return this form to Central Payroll Operations to change an employee's name in the human resources/payroll system.*

Employee ID _____ Employee's previous name _____

Last 4 digits of SSN _____ Employee's new legal name _____

- A copy of the employee's new Social Security card is in our department files.
- A new W-4 form with the employee's new legal name is attached to be processed by Central Payroll Operations.

By signing this form, I attest that I have followed the procedures above and will maintain the required documents on file and be able to produce them as requested by Human Resources or Central Payroll Operations.

Name _____ Date _____

Signature _____
Department human resources or payroll representative

Phone Number _____

Department _____