

FORT BEND INDEPENDENT SCHOOL DISTRICT

NAME CHANGE FORM

For an employee to change his/her name on official FBISD records, both of the following original documents must be presented **in person** at the Human Resource Office. Please bring original documents to FBISD Annex Main Front Desk, Room 124.

1. An **original social security card** showing the employee's new name
2. An **original valid photo ID** (ex., driver's license) showing the employee's new name

Providing original documentation to Human Resources in person helps protect employees from identity theft and ensures that earnings are reported correctly to TRS.

Employee ID Number: _____ Campus/Dept: _____ Last 4 digits of SS# _____

Current Name on your Official FBISD Records: _____
(Please Print) Last Name First Name MI

New Name _____
(Please Print) Last Name First Name MI

I request that my name be changed on official FBISD records to match my social security card.

Employee Signature Date

Please bring this form and the two required documents in person to:

FBISD Annex Building
3119 Sweetwater Blvd.
Sugarland, TX 77471
Room 124

PLEASE NOTE:

A change in your legal name may also require a name change for the Teacher Retirement System and insurance benefit carriers. You may wish to change your beneficiary as listed with TRS and on various benefit plans. You can also change your status of exemptions for tax purposes by completing a new W-4 form. Please contact Human Resources at HR.Records@fortbendisd.com or the Payroll Office at 281-634-1221 if you need additional forms or assistance.