

# UNIVERSITY OF DALLAS

## Employee Information Update Form

### Office of Human Resources

Cardinal Farrell Hall  
1845 E. Northgate Dr.  
Irving, TX 75062  
ph: 972-721-5382  
fax: 972-721-4095  
hr@udallas.edu

Please complete this form to make a name or address change. Once completed it should be submitted to the Office of Human Resources with the necessary verification documentation.

### Employee Information:

UD ID Number:

First Name  MI  Last Name

### Name Change:

#### Reason for Name Change:

Marriage       Divorce       Other       Naturalization

#### Change Name From:

First  Middle  Last

#### Change Name To:

First  Middle  Last

I acknowledge that original documentation (marriage certificate, divorce decree, naturalization certificate, etc.) must be presented along with a copy of the updated social security card (or receipt for updated social) when requesting a name change or correction.

### Phone Number & Address Change:

Effective Date: \_\_\_\_\_

Phone Number: \_\_\_\_\_

\_\_\_\_\_  
# Street

\_\_\_\_\_  
City, State

\_\_\_\_\_  
Zip Code

I authorize the University of Dallas to make the updates/changes to my employee record as requested above.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

For HR Use Only

Received By:

Date:

Processed By:

Date:

Revised June 2020