

Employee Preferred Name Request Form

Please complete the information below and sign at the bottom. Return the form and a photo ID to Human Resources in one of the following ways:

- Upload securely at <https://securefile.memphis.edu/form/hr>
- Bring in person to 165 Administration Building (during normal business hours)

GENERAL INFORMATION

Enter your current legal name (as it appears on your University record):

First: _____

Middle: _____

Last: _____

Employee Banner ID (U#): _____ Date of Birth: _____

Phone Number: _____ University E-Mail Address: _____

PREFERRED NAME INFORMATION

_____ I would like to add or change my preferred name to:

First	Middle	Last
-------	--------	------

I may have only one preferred name in the system at any time. My official employment records will display my legal name. I assume responsibility for the consequences or problems that may occur as a result of this request for preferred name. It is not my intent to defraud the University of Memphis.

_____ I would like to remove my preferred name and revert to the legal name on my University record.

SIGNATURES

Requestor: _____ Date: _____

For HR Use
Only

Date Banner Updated: _____ By: _____