



University of Idaho
Payroll Services

415 W 6th St (Physical)
875 Perimeter Dr MS 4345 (Mailing)
Moscow, ID 83844-4345
Phone: 208-885-3868
Fax: 208-885-3864

Employee Name Change Request

To submit a legal name change please provide this document and a copy of your updated Social Security Card to the **Payroll Department**.

In person at 415 W 6th St Moscow, ID **OR** Fax to 208-885-3864

DO NOT EMAIL THIS FORM OR YOUR SOCIAL SECURITY CARD!

Updated Legal Name: _____

Previous Name: _____

Vandal ID #: _____

Phone Number: _____

Email: _____

****If you do not plan on changing your name with the Social Security Administration but have other documents showing a new name please contact Human Resources at 208-885-3638 for instructions to update your display name.*