

**ADDRESS / NAME CHANGE FORM**

Employee Name on File: \_\_\_\_\_ UIN: \_\_\_\_\_

Effective Date of Address and/or Name Change: \_\_\_\_\_

**ADDRESS/PHONE CHANGE**

**Physical Work Location:**

\_\_\_\_\_  
Street and/or ODU building

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Dept. Phone

**Current/Local Address:**

\_\_\_\_\_  
Street

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Home Phone

**Paychecks/Paystubs Mailed to:**    **Physical Work Location** \_\_\_\_\_    **Permanent Address** \_\_\_\_\_

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**NAME CHANGE**

*A new social security card with the new name must be taken to ODU Research Foundation. Name changes will not be processed until the new social security card with updated name is received. (See reverse for name change procedure.)*

Employee Name Changed to: \_\_\_\_\_

Reason for Name Change: \_\_\_\_\_

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**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Most-used Email:** \_\_\_\_\_

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**RF USE ONLY**

Update made to:    Health \_\_\_\_\_    Dental \_\_\_\_\_    Vision \_\_\_\_\_

403(b)/Beneficiary \_\_\_\_\_    Life Ins./Beneficiary \_\_\_\_\_

**RF USE ONLY**

HR \_\_\_\_\_

Data Entry \_\_\_\_\_

PY Verify \_\_\_\_\_

## Name Change Procedure

Old Dominion University Research Foundation employees who wish to request a name change must first go to the Social Security Administration office (SSA). The SSA will make the name change to their social security records. A receipt indicating the name change will be provided by the SSA. The employee may then request a name change to their ODU Research Foundation records.

The following is a list of the local Social Security Administration offices and phone numbers:

Hampton	1521 Hardy Cash Dr., Hampton, VA 23666	1-866-592-2669
Newport News	11706 Jefferson Ave., Newport News, VA 23606	1-866-331-9169
Norfolk	5850 Lake Herbert Dr., Norfolk, VA 23502	1-800-772-1213
Portsmouth	3305 Airline Blvd., Portsmouth , VA 23701	1-866-593-8851
Suffolk	502 Hillpoint Blvd., Suffolk, VA 23434	1-866-835-7769
Virginia Beach	2875 Sabre St., Suite 100, Virginia Beach, VA 23452	1-888-377-5237

**The employee will need to bring the following in to a Human Resources representative at ODU Research Foundation:**

- Receipt from the Social Security Administration or a new Social Security Card
- Legal documentation for the name change (marriage license, divorce decree, etc.)
- Complete a name change information sheet at the Research Foundation

### **REMINDER:**

- \* Please let your HR representative know if you are a fully benefited employee. They will need to notify your insurance companies of the name change (copies of documentation will be required).
- \* If your name change is due to marriage or divorce, you may want to change your federal and state tax status. The Research Foundation can provide you with these forms or you may print them from our website: [www.researchfoundation.odu.edu/forms/forms.html](http://www.researchfoundation.odu.edu/forms/forms.html)