

W-4 form https://www.irs.gov/pub/irs-pdf/fw4.pdf DE-4 form https://www.edd.ca.gov/pdf pub ctr/de4.pdf

Employee Name Change Request Form

□ Classified □ Part-Time Instructor □ Faculty □ Part Time / Hourly □ Student Worker Name: _____ Date of Change: _____ K#:_____ New Name: I hereby authorize Santa Barbara City College to use my new name on all future personnel records. I further understand that my computer access, phone number, email account, access cards, travel cards and/or purchasing cards will be updated to reflect this name change. Employee Signature Date Accepted by: Date Human Resources Representative **Instructions for Name Change** 1.) Obtain a new social security card reflecting a new name. Bring the original to Human Resources for 2.) Complete new tax withholding forms (W-4, DE-4)¹ 3.) When applicable, provide a copy of Marriage/Separation or court ordered name change documentation. 4.) Notify Human Resources of name change by email: HR@pipeline.sbcc.edu or phone (805) 965-0581 5.) After 24 hours log into pipeline and click on "Find username/reset password" under START HERE! Column. Enter your information and click "look up". **Human Resources Distribution of Documents** 1.) Original name change to be filed in employee's personnel file and after entry into Banner. 2.) A copy of name change, withholding forms, and copy of social security card to be submitted to Payroll. 3.) Notify Human Resources of name change. 4.) Complete Admissions & Records Employee Username Change Form, A & R will notify Helpdesk to update employees pipeline and username. 5.) Official name change notification to respective STRS/PERS retirement system. 6.) Update section 3 of employees I-9 form. If original I-9 form cannot be located complete new I-9 Distribution: Original - Personnel File; 1st Copy - Payroll; 2nd Copy - Human Resources Change Processed: ☐ Banner ☐Personnel File ☐STRS/PERS ☐ Security Human Resources - Initial / Date: