



Address/Name Change Form

It is important that the Department of Human Resources and Payroll have your current address and legal name. The Department of Human Resources and Payroll will update appropriate benefit plans (e.g., medical, voluntary, PERS), personnel files, payroll files, and income tax related documents.

Mail, fax or e-mail the completed form to HR: jobs@ilisagvik.edu or 907-852.3936 (fax). You may also contact a HR representative at 907.852.1811 with any questions.

Address/Name Change	
Employee Name (Print)	Employee ID/Last 4 SS digits
New Name (Name Change) <i>*Attach copy of social security card and any other applicable legal documents</i>	Reason for Name Change
Mailing Address	City
State	Zip
Employee Approval	
<i>By signing below, I authorize the above changes to my personnel/payroll files.</i>	
Employee Signature	Date
HR Office Use Only	
<input type="checkbox"/> Meritain <input type="checkbox"/> Guardian	<input type="checkbox"/> Payroll <input type="checkbox"/> Colonial Life <input type="checkbox"/> Valic <input type="checkbox"/> Other
Payroll/Business Office Use Only	
<input type="checkbox"/> PERS <input type="checkbox"/> W4 (Income Taxes) <input type="checkbox"/> 1095c	<input type="checkbox"/> Other