

THE CITADEL - NAME AND ADDRESS CHANGE FORM INSTRUCTIONS

SECTIONS 1 – 4: USE FOR ALL NAME AND ADDRESS CHANGES

1. Select type of Change: Name, Home Address/Phone, Campus Locator
2. Print effective date and your current name on file: first, middle initial, and last.
3. Print your Social Security #
4. Print your Department Name

SECTION 5A – USE FOR NAME CHANGES

1. Print your new name: first, middle initial, and last.
2. Provide to Human Resources a certified true copy of one of the following documents:
 - a. Marriage License
 - b. Divorce Degree
 - c. Court Order
3. Provide to Human Resources an updated social security card or a letter from Social Security that a new social security card has been applied for. Once you have received the new social security card, bring to Human Resources.
4. Complete an updated Employment Eligibility Verification Form (I-9).
5. Sign and date the form and turn in to Human Resources.
6. Submit a Hotline via One-stop to ITS regarding your name change. This will initiate the update of your e-mail address.
7. Notify the Citadel Post Office of Your Name Change.
8. Go to College of Graduate and Professional Studies to have a new Citadel ID made.
9. Contact the Benefits Administrator regarding policy changes. Please note that there is a 30 day grace period to make policy changes. After that 30 day period, you will have to wait until the next eligible open enrollment period.

SECTION 5B – USE FOR HOME ADDRESS/PHONE CHANGE

1. Print your new home address and/or phone change. Include the following applicable data: street address, city, state, zip code, and phone number.
2. Sign and date the form and turn in to Human Resources.
3. If you have an account with SC Deferred Compensation, call 1-866-826-728.

SECTION 5C – USE FOR CITADEL CAMPUS LOCATOR CHANGES

1. Print changes to your campus data. Include the following applicable data: office home, building name, floor, and room #.
2. Sign and date the form and turn in to Human Resources.

**** IMPORTANT NOTE: HUMAN RESOURCES (HR) WILL NOTIFY PAYROLL AND BENEFITS OF NAME AND ADDRESS CHANGES. ALSO, NOTE THAT NAME AND ADDRESS CHANGES WILL BE REFLECTED IN THE HR PERSONNEL SYSTEM, FACULTY/STAFF DIRECTORY, AND WEB DIRECTORY.

THE CITADEL NAME/ ADDRESS CHANGE FORM

Circle the type of change(s):	Name	Home Address/Phone	Campus Locator	Effective Date:
Current Name on File: (First, Middle Initial, Last)			SSN (last 4 only):	Department Name:

New Name: (First, Middle Initial, Last)

Note: For a name change, you must: 1) provide a certified true copy of marriage license or court order, 2) provide an updated social security card, and 3) update your Employment Eligibility Verification Form (i.e. I-9 Form).

HOME ADDRESS/PHONE CHANGE	CITADEL CAMPUS LOCATOR CHANGE
Home Address: _____	Office Phone: _____
Home City/State/Zip Code: _____	Fax #: _____
_____	Department: _____
Mailing Address: _____	Building Name: _____
Mailing City/State/Zip Code: _____	Floor: _____
_____	Room: _____
Phone #: _____	

_____ Signature

_____ Date

Please forward to The Citadel Human Resources Office

HUMAN RESOURCES USE ONLY

EMPLOYMENT CHECKLIST	BENEFITS CHECKLIST
HRS System	Retirement System
State HRIS System	Office of Insurance
Payroll	
Email Distribution List: <i>Treasurer, Cadet/Book Stores & Purchasing</i>	* To update address with SC Deferred Compensation call 1-888-826-7283
SIS	
_____ Signature	_____ Signature
_____ Date	_____ Date