

## Employee Name Change Application Form

Please submit this form to **Payroll & Records in Human Resources** or to the **Centre for Human Rights**.

To confirm your personal identifiers, please provide the following information, as applicable:

Employee I.D. Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Effective date of change: \_\_\_\_\_

Contact Email Address: \_\_\_\_\_

**A. Name Change Request** – please check only **one** box

I want to change **only** my legal name that is on file for me at York

I want to change **only** the name that is publically displayed for me at York

I want to change **both** legal and preferred names to the **same** new name

**Current name:**

**New name:**

First Name: \_\_\_\_\_

First Name: \_\_\_\_\_

Middle Name/Initial: \_\_\_\_\_

Middle Name/Initial: \_\_\_\_\_

Last Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

**Title if applicable:** Dr.  Prof.

**Please note that** no gender specific titles will be reflected in public records except as required by law. Please contact the Centre for Human Rights for assistance to implement a legal gender change.

**B.** If this is a **legal name change**, please attach a copy of **one** of the following documents:

Birth certificate  Passport  Driver's License

Other government issued document that validates the legal name change

Please check the appropriate box for the type of document attached

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**IMPORTANT NOTE ABOUT USE OF LEGAL NAME:** Current law requires use of a legal name in some instances including but not limited to: T4/T4A; Canada Revenue Agency (CRA); Canada Pension Plan (CPP); and Human Resource Service Development Canada (HRSDC) (includes Employment Insurance) records, reports and payments; Provincial tax, York pension and payroll records, reports and payments (includes banking records and cheques and pay statements).

Protection of Privacy: Personal information in connection with this form is collected under the authority of Freedom of Information and Protection Act and The York University Act, 1965 for administrative and statistical purposes. The information will be used for record-keeping purposes. If you have any questions about the collection, use or disclosure of this information by York University, please contact the Centre for Human Rights.