



Legal Name/Gender Change Form

(Please send completed form and attachment to Payroll, University Business Operations Center)

Declaration:

I hereby request that the University of Oregon use my new legal name/gender in all university records. This change is neither for fraudulent purposes nor the avoidance of creditors.

Identification:

UO ID

Previous Name

Last

First

Middle

Previous Legal Sex

Male

Female

Not Available

New Name

Last

First

Middle

Preferred First Name

New Legal Sex

Male

Female

Not Available

(Additional identification options on reverse)

Email Address

Phone

Important Note: The Payroll Office requires that the employee submit a copy of their social security card bearing the new name. We will not make name changes without a copy of the SSN card for the following reasons:

- The name (and SSN) are used to identify employee wages for both the Social Security Administration and Internal Revenue Service.
- The name is used to validate that the SSN belongs to the employee.
- The IRS will penalize employers that report incorrect name and SSN information.

Reference: IRS Publication 15, Circular E, Employers Tax Guide

Signature

Employee Signature (New Name)

Date



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Supplemental Questions – Optional

UO ID

Name

Last

First

Middle

Gender Identity/Sexual Orientation

Although the categories listed below may not represent your full identity or use the language you prefer, for purposes of these hiring documents, please indicate which choices below most accurately describes your gender/gender identity and sexual orientation. For information on why we are requesting this information, please see:

<https://hr.uoregon.edu/hr-operations/records-data-management/legal-sex-gender-and-sexual-orientation-data-collection>.

Gender Identity

Agender

Genderqueer

Man

Non-binary, including gender fluid, gender nonconforming, etc...

Woman

Trans, man

Trans, woman

Transgender

Questioning or unsure

Identity or identities not listed
(_____) please specify

Prefer not to answer

Sexual Orientation

Asexual

Bisexual

Gay

Heterosexual/Straight

Lesbian

Pansexual

Queer

Questioning/Unsure

Same-Gender Loving

Identity not listed
(_____) please specify

Prefer not to answer