



Legal Name Change – Request Form

Please note: This form applies to Legal Name Changes only. Original Government issued identification using the new legal name (driver’s license, passport, marriage certificate, etc.) must be submitted with the completed form in person to the Human Resources Department (F102, Fennell campus). If you are at a satellite campus please provide your government issued identification to your manager to validate and submit to Human Resources.

The following will be updated with the new legal name: Pay Statement, T4s, Employment Documents, One Card, Email Address, and Benefits

EMPLOYEE IDENTIFICATION – CURRENT INFORMATION (Please Print)

_____	_____	_____
Last Name	First Name	Middle Name
_____	_____	_____
Department	MyMohawk ID	Status (FT or PT)

LEGAL NAME CHANGE INFORMATION (Please Print)

_____	_____	_____
Last Name	First Name	Middle Name

Effective Date of Change (DD/MM/YYYY)		

I authorize Mohawk College to update my employment records with my legal name change.

_____	_____
Employee Signature	Date (DD/MM/YYYY)

INTERNAL HR USE ONLY

Banner	Payroll
SunLife	IT (Email)
CAAT Pension	Copy of Identification
