



Preferred Name Change – Request Form

Please note: This change will only impact the employee record and email address.

Please complete this form and provide to Human Resources (F102, Fennell)

EMPLOYEE IDENTIFICATION – CURRENT INFORMATION (Please Print)

Last Name First Name Middle Name

Department MyMohawk ID Status (FT or PT)

PREFERRED NAME CHANGE INFORMATION (Please Print)

Preferred Last Name Preferred First Name Preferred Middle Name

Effective Date of Change (DD/MM/YYYY)

Employee Signature

Date (DD/MM/YYYY)

INTERNAL HR USE ONLY

Banner
IT (MyMohawk, Email)
