

Name Change Request Form

Complete the information below and include an updated copy of your Social Security card in order to have your UF Business name changed in the system. You can change your Display Name and Directory Name by going to: Main Menu > My Account > Update My Directory Profile. Should you wish to make any changes to your W-4 status, please log in to myUFL and then navigate to: Main Menu > My Self Service > Payroll and Compensation > W-4 Tax Information. The fields you are allowed to change will be open to you and can be changed at any time.

*Per University Policy, do not send any Social Security numbers or documents through UF email. Recruitment and Staffing turnaround timeframe is typically 5 to 7 business days.

Forward this form along with a copy of an updated Social Security Card to:

Recruitment and Staffing
Human Resource Services
University of Florida
903 W University Ave
P O Box 115002
Gainesville, FL 32611
or by fax to: 352-846-0668

Date: _____

UFID: _____

Current Name: _____

New Name: _____

Phone (in case we need to reach you): _____

For questions contact Recruitment and Staffing at 352-392-2477.