

# Name Change – In Person

(requires a photo ID)

## LEGAL NAME ON YOUR RECORD AT KIRKWOOD NOW:

First: \_\_\_\_\_ Middle: \_\_\_\_\_

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

K number: \_\_\_\_\_ Date of birth: \_\_\_\_\_

## NEW LEGAL NAME:

First: \_\_\_\_\_ Middle: \_\_\_\_\_

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

I hereby represent that my new legal name above is true and accurate.

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

## STUDENTS — BRING TO ENROLLMENT SERVICES OR TO A KIRKWOOD COUNTY CENTER:

- This form, completed and signed
- Your government issued photo ID
- One of the following that shows your new legal name:
  - Certificate of Naturalization
  - Decree of Name Change
  - Divorce Decree with name change
  - Driver's License
  - Marriage Certificate
  - Social Security Card
  - U.S. Passport
  - U.S. Military ID Card
  - W-9 IRS form

Students who are working part-time or full-time at Kirkwood also need to send a new W-4 to Payroll as follows.

## EMPLOYEES — BRING OR SEND TO PAYROLL, 313 KIRKWOOD HALL:

- This form, completed and signed
- A new Form W-4. [Click here](#) to complete the W-4.  
Your new legal name on this form must match your name on the new W-4.

Office Use Only

Received by: \_\_\_\_\_ Date: \_\_\_\_\_ Action: \_\_\_\_\_