



# Legal Name/Gender Change Form

(Please send completed form and attachment to Payroll, Thompson University 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

(Additional identification options on reverse)

Male

Female

Not Available

### Email Address

\_\_\_\_\_

### Phone

\_\_\_\_\_

**Important Note:** The Payroll Office requires that the employee submit a copy of his/her 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