



Notification of Preferred First Name

(Please send completed form to Payroll, Thompson's University Center)

Declaration:

I hereby request that the University of Oregon use my preferred first name or nickname rather than my legal first name in both the printed staff directory and the on-line directory.

Identification:

UO ID# _____

Legal Name

Last

First

Middle

Preferred
First Name

Note: Include your middle initial here if you would like it to appear in the campus directory.

Email Address

Phone

Signature

Employee Signature

Date

Note: In order to change your legal name, you must complete the 'Legal Name Change' form, https://pages.uoregon.edu/baoforms/bao_drupal_6/sites/ba.uoregon.edu/files/forms/ncf.pdf and provide a copy of your new Social Security card.