



Notification of Preferred First Name

(Please send completed form to Payroll, Thompson 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, <http://ba.uoregon.edu/sites/ba/files/forms/ncf.pdf> and provide a copy of your new Social Security card.