

**AUSTIN INDEPENDENT SCHOOL DISTRICT
NAME CHANGE FORM**

For an employee to change his/her name on official AISD records, both of the following original documents must be presented **in person** at the Office of Human Resources.

- An original social security card showing the employee's new name.
- An original, valid photo ID (such as a driver's license) showing the employee's new name.

Providing this original documentation to HR in person will help protect employees from identify theft and will ensure that earnings are reported correctly to the Social Security Administration.

Employee ID Number (EIN): E_____

If you have resigned and do not know your EIN, please provide your social security number.

Your CURRENT Name on
Official Austin ISD Records: _____
(Please Print)

Your NEW Name: _____
(Please Print) (Show new name exactly as it appears on your social security card.)

I request that my name be changed on official AISD records to match my social security card.

Employee Signature

Date

Come to the following location to present the original documents in person:

Carruth Administration Center
1111 W 6th St

Administrators and Professional Employees
CAC - Building A, Room **260**

Classified Employees
CAC – Building A, Room **210**

Updating TRS Records:

If you change your name, address or phone number on official AISD records, you must also contact TRS separately to update the same information on their records. It is important to keep the records updated at both AISD and TRS.