Name Change Procedures

The following documentation must be submitted to complete a name change, and all items must reflect the new name:

* A new Social Security Card and Driver’s License
	+ Full name must match on both cards
* A Div. of Pensions Name change form
	+ This form must be notarized, a notary public is available at the payroll office

Due the sensitive nature of this data change, as well as the need to have a notary public available, we require that the above documentation be presented in-person and by appointment. Please contact Ashley Brotherton, abrotherton@wtps.org, to schedule an appointment time.

Upon completion of your name change process, please remember to login to EmployeeXperience to make any changes to your tax withholdings or personal email. Please remember it is also your responsibility to update your pension beneficiary designation, if applicable.

COVID-19 shutdown: The Payroll Department understands and shares your concerns regarding the protection of your personal information, as well as the risks inherent in face-to-face contact. Please be advised that we will make every effort to support safe social distancing measures for appointments scheduled during the COVID-19 emergency.