

Orange County Community College
Middletown, NY

human resources

DATE:

TO:

FROM:

RE: NAME CHANGE

Please update your records regarding the name change listed below:

FORMER NAME _____
(please print)

NEW NAME _____
(please print)

SIGNATURE _____

SOCIAL SECURITY # _____

Thank you.

FOR HUMAN RESOURCE USE ONLY

c: Switchboard OCCC
Payroll
Pres. Office
Academic Affairs
Telephone Directory
File