

Personal Information Change Form

Human Resources
Ontario Tech University
2000 Simcoe Street North, Oshawa, ON L1H 7L7 Canada
Tel: (905) 721-8668
Fax: (905) 721-3193
www.ontariotechu.ca



NAME			
BANNER ID			
FACULTY OR DEPARTMENT			
POSITION TITLE		Continuing <input type="checkbox"/>	Limited Term <input type="checkbox"/>
TELEPHONE EXTENSION			

SELECT THE CATEGORY OF INFORMATION YOU ARE UPDATING

To be completed in the event of a legal name change. HR will forward a copy of your name change to Payroll and the IT service desk. It is recommended that you also update your name with the banking institution that receives direct deposit from Ontario Tech University. Please complete and return **original copies** of the following forms and a copy of a legal document that supports your name change to hrgeneral@ontariotechu.ca.

NAME CHANGE	
PREVIOUS NAME	
UPDATED LEGAL NAME	
PREFERRED NAME	
EFFECTIVE DATE	

Would you like your email updated with your name change?

For address updates, please visit MyOntarioTech at: <https://my.ontariotechu.ca/>

FOR OFFICE ONLY	
Processed by	Date

CC: Payroll; Accounts Payable; IT (Name Changes only)

The information requested on this form is collected under the authority of the University Of Ontario Institute Of Technology Act, 2002. This information is being collected for the purpose of Human Resources Information Systems (HRIS) updating and employee identification with pension, benefits, payroll and IT. Inquiries concerning the collection of this information should be directed to the Director of Human Resources at Ontario Tech University, 905 721-8668.