



Banner Third-Party ID Change Form
Current Employee or Current Student/Former Employee

Please Note: This completed form is to be submitted **AFTER** a name change (current employees and former employees that are current students) has been submitted to HR/Payroll. Your new name has to be reflected within INB Banner prior to submitting this form.

Former Name: _____ "E" ID #: _____
Last First M.I. Date of Birth _____

New Name _____
Last First M.I.

Contact Information: Campus Phone: _____ Cell/Home: _____

THIRD-PARTY ID CHANGE FOR CURRENT EMPLOYEES
and CURRENT STUDENTS THAT ARE FORMER EMPLOYEES

1. You will receive a new Third Party ID based on your new name.
2. Your Network account and Email address will reflect this new change to your Third Party ID.
3. You will receive a new Banner (INB) account that will match your new Third Party ID.

Employee Signature Date

For Office Use Only

Current Third Party ID **New Third Party ID (if applicable)**