

BHN Preferred Name Form

Employee Legal Name: _____ Date of Request: _____

EE ID Number: _____

EE Preferred First Name or Initial: _____

EE Preferred Middle Name or Initial: _____

EE Preferred Last Name or Initial: _____

Effective Date of change: _____

I understand that I am requesting the use of my preferred name for the purposes of personal identification while employed at BHN. The preferred name will be used for my ID badge, email and voice mail signatures and other non-legal communications.

I acknowledge that BHN still requires the use of my legal name for all legal documents and correspondence including but not limited to

- Employment verification and background checks;
- Credentialing and license verification;
- Accounting and Billing functions.

Therefore, in some cases, I understand that I will still be required to acknowledge and be recognized by my legal name until it is officially changed. In accordance with BHN policy, I may change, delete or add a new preferred name, at any time, but I may only have one preferred name in use at BHN at any given time.

EE Legal Signature

Date

HR intake: