

# Pay, Benefits and Employment Form Checklist

		Appointment Type								Completed?
		Permanent	Term	Temporary	Detail from Other Site	Transfer from Other Agency	Transfer from Other Site	Transfer from Army	Return from Military Leave	
<b>Your Pay</b>	<b>Form</b>									
	<b>SF-1199A</b> Direct Deposit Sign-Up	•	•	•	•	•	•	•	•	<input type="checkbox"/>
	<b>SF-1152</b> Unpaid Compensation – Designation of Beneficiary	•	•	•		•	•	•		<input type="checkbox"/>
	<b>State Tax Withholding</b> (if required)	•	•	•		•		•		<input type="checkbox"/>
	<b>W-4</b> Employee Withholding Allowance	•	•	•		•		•		<input type="checkbox"/>
<b>Your Benefits</b>	<b>SF-2808</b> Designation of Beneficiary for CSRS (employee must mail directly to address on form)	•	•							<input type="checkbox"/>
	<b>SF-2823</b> FEGLI Beneficiary Form	•	•							<input type="checkbox"/>
	<b>SF-3102</b> Federal Employee’ Retirement system (FERS) Designation of Beneficiary	•	•							<input type="checkbox"/>
	<b>TSP-3</b> TSP Change of Beneficiary Form	•	•							<input type="checkbox"/>
<b>Employment Forms</b>	<b>I-9</b> Employment Eligibility Verification	•	•	•		•				<input type="checkbox"/>
	<b>SF-61</b> Appointment Affidavit form to be completed on your first day during “in-processing”	•	•	•		•				<input type="checkbox"/>
	<b>SF-144</b> Statement of Prior Federal Service	•	•	•		•				<input type="checkbox"/>
	<b>SF-181</b> Ethnicity and Race Identification	•	•	•		•				<input type="checkbox"/>
	<b>SF-256</b> Self Identification of Disability	•	•	•		•				<input type="checkbox"/>
	<b>Retired Military Reserve</b> Retired Military Reserve Category Identification Sheet	•	•	•		•	•			<input type="checkbox"/>