

## New Employee Required Documents:

(As of 02 February 2018)

- SF 1199 Direct Deposit Sign-Up Form** –  
*Section 1 and 2 completed by payee. Section 3 may be completed by payee if you know your information, otherwise see your financial institution. Bring routing information for direct deposit. Please note that deposit slips/checks do not always reflect the correct information.*
- Form W-4** Employee's Withholding Allowance Certificate
- Form I-9** Employment Eligibility Verification  
For Identification purposes bring:
  - Photo ID (Current driver's License, Military ID)
  - Social Security card, Birth Certificate, or Current Passport
- SF 256** Self-Identification of Disability
- SF 181** Ethnicity and Race
- Unemployment Notice:** If you have applied for or have been receiving Unemployment Insurance benefit payments, it is your responsibility, under penalty of law, to notify the appropriate local office, in writing, to discontinue the issuance of Unemployment Insurance checks now that you are employed. Failure to notify the State agency can result in a penalty such a fine, imprisonment, or both.
- Occupational Health Office / Pre-Placement Physical Data**
- SF 1152** Designation of Beneficiary (Unpaid Compensation, TSP, Life Insurance, Retirement)  
*Prepare Part 1-Original and Part 2-Employee Copy. Sections A and B completed prior to NEO. **DO NOT SIGN.***
- SF 144** Statement of Prior Federal Service
  - **Supporting Documents:** DD214s and/or SF50s. Creditable time for annual leave will not be granted without proper documentation.
- Conditions of Temporary Employment**
- New Employee Orientation Checklist**
  - To be completed at NEO. **DO NOT FILL OUT OR SIGN**
- FERS Designation of Beneficiary** (Permanent, Indefinite and Conversions only)
  - Section A and B completed prior to NEO. **DO NOT SIGN.**
- FGLI Designation of Beneficiary** (Permanent, Indefinite and Conversions only)
  - Section A and B completed prior to NEO. **DO NOT SIGN.**

Download forms at:

<http://mil.wa.gov/job-opportunities/federal-human-resources/new-employee-orientation-documents>