

Onboarding Forms Checklist



The following forms must be completed as part of your onboarding process.

Payroll/Personnel Actions Processing Unit (PPAPU)

- **TSP – 1** Enrollment Form (optional)
- **SF-1199** Direct Deposit Form with a voided check or financial institution signature
- **AD-349** Address Form
- **W-4** Federal Withholding Allowance Certificate
- **State Tax Form**; please use your appropriate State Tax Form (www.statew4.com)
- **FD-291** FBI Employment Agreement
- **SF-256** Self-Identification of Disability
- **SF-181** Ethnicity and Race Identification
- **FD-942** Statement of Military Reserve Obligations/Category
- **SF-144** Statement of Prior Federal Service
- **FD-173** Information Concerning Last Federal Employment
- **Form I-9** Employment Eligibility Verification
- **Previous Agency Contact Information** (if applicable)
- *Additional Documentation (if applicable):*

Prior Federal Service

- *Most recent leave and earnings statement (LES)*
- *SF-50 Notification of Personnel Action*

Prior Military Service

- *DD-214 (member 4 copy) documenting all active duty service*

Benefits Unit

- **SF-2809** Health Benefits Election Form
- **SF-2817** FEGLI Life Insurance Election
- **SF-2823** FEGLI Designation of Beneficiary
- **SF-3102** FERS Designation of Beneficiary
- **SF-1152** Unpaid Compensation Designation of Beneficiary
- **FD-253** SAIF/Charles S. Ross Fund Membership/Designation of Beneficiary (*Agents Only*)
- **TSP-3** *Designation of Beneficiary – Mail directly to TSP*
- *Employee Benevolent Fund Application and Beneficiary Designation complete at www.sambaplans.com*