



NEW HIRE PAYROLL CHECKLIST

First Name	Middle Name	Last Name
SSN	DOB	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female
EOD (Effective Date)	Cost Code	

Does any of these service/employee types apply to you? (Please check all that apply.)

- Military Service Prior Federal Service Intern Attorney

Payroll/Personnel Forms:

- TSP-1 Enrollment Form (*Not Applicable to Interns*)
- Direct Deposit (SF-1199)
- Address (AD-349)
- Employment Agreement (FD-291)
- Self-Identification of Handicap (SF-256)
- Ethnicity and Race Identification (SF-181)
- Statement of Military Reserve (FD-942)
- Prior Federal Service (SF-144)
- Last Federal Employment (FD-173) – (Employees transferring without a break in service only)

Supplemental Forms:

- Oath of Office/Appointment Affidavit (SF-61)
- Copy of Voided Check for Direct Deposit
- Form W-4 (Federal W-4)
- State Tax Form (Please visit your state's website to find your appropriate state tax form(s))
 - Exempt from State Tax – (AK, FL, NH, TN, SD, WA, NV, TX, WY)
- Form I-9 (Please bring copies of your photo ID and/or citizenship documentation)

Prior Federal Service:

- Leave and Earnings Statement
- Personnel Actions SF-50
- Previous Agency Information (FD-1203)
- Other: _____

Military Service:

- Form DD-214 (Member 2 or 4 Copy)
- Letter for Disability from Military (if applicable)
- SF-813 completed if retired from Military (if applicable)
- Letter for school training (not documented on D-214) (if applicable)
- Other: _____