

Forms Checklist - New Employee

All forms marked with a * must be submitted with your appointment paperwork to avoid a delay in your pay.

- * _____ AO 78 - Application for Judicial Branch Federal Employment (must be current, **all dates in mm/dd/yyyy format** and signed)
- * _____ Direct Deposit Form (if possible, attach a voided check).
NOTE: "Check Digit" box is for the 9th digit of the Routing Number.
- * _____ U.S. Department of Justice I-9 Form (**bring your ID or ID's with you on your first day. See the attached List of I-9 Acceptable Documents.**)
- * _____ Facility Access Card (FAC) (**bring your ID's with you on your first day. See the attached List of FAC Acceptable Documents.**)
- * _____ Federal, State and Local (if applicable) Tax Withholding Forms
- _____ Statement of Prior Federal Service (SF-144), if applicable.
- _____ SF - 2809 - Health Benefits Election Form - within 60 days of appointment. **Enrollment is to be completed online through the Judiciary Benefits Center (JBC) once you gain access (usually the first week of your employment).** **NOTE: Family member documentation is required.** Please see the *FEHB Family Member Eligibility FactSheets* included in the New Hire Benefits Email.
- _____ SF - 2817 - Life Insurance Election Form - within 60 days of appointment. **Enrollment is to be completed online through the Judiciary Benefits Center (JBC).** **NOTE: If you do nothing, by default you will be enrolled in Basic coverage only. Consider this benefit carefully. Election is permanent unless a life event, physical exam or open enrollment (very rare) take place.**
- _____ FEDVIP Enrollment – within 60 days of appointment **MUST enroll online at www.benefeds.com**
- _____ The Standard Life Short Term / Long Term Disability & Long Term Care – enroll online at <https://www.fedadvantage.com/disability-insurance>
- _____ Long Term Care Enrollment – within 60 days of appointment. Enroll online at <https://www.ltcfeds.com/> **Program is currently suspended.**
- _____ Address \ Emergency Contact Form
- _____ TSP-1 Form – temporary employees and term law clerks are ineligible.
Changes to your contribution amount should be completed online through the Judiciary Benefits Center (JBC) once you gain access (usually the first week of your employment).

SUBMIT ONE SIDED FORMS ONLY!!!!
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