New Hire Forms Checklist

This checklist is for your use only. Do not return it with the packet of signed documents.

Use it as a final check to ensure that you are returning all required forms that you have signed and/or initialed each as indicated, that you have had the two forms that require a notary's signature notarized, and that you are providing all required supporting documents.

	Form	Required?	Signed/ Initialed?	Notarized/ Witnessed?	Supporting Documents?	Ready to Return?
1.	Appointment Affidavits, SF 61	**Yes**	**Yes**	**Notarized**	N/A	
2.	Employment Eligibility Verification, Form I-9 **Reminder**: You must present the original eligibility verification document(s) to the Notary.	**Yes**	**Yes**	**Notarized**	**Yes**	
3.	ODA Employment Agreement	**Yes**	**Yes**	N/A	N/A	
4.	New Hire Orientation Review & Signature	**Yes**	**Yes**	N/A	N/A	
5.	Statement of Prior Federal Service, SF 144	**Yes**	**Yes**	N/A	N/A	
6.	Application for 10-Point Veteran Preference, SF 15	**Yes**	**Yes**	N/A	**Yes**	
7.	Direct Deposit Form, FMS 11-92 **Reminder**: For a checking account, include an original copy of a voided check; for a savings account, include a deposit slip.	**Yes**	**Yes**	N/A	**Yes**	
8.	Federal Income Tax Withholding, Form W-4	**Yes**	**Yes**	N/A	N/A	
9.	State Income Tax Withholding • *You are NOT required to complete and submit this form if your place of residence is one of the following: ○ AK ○ FL ○ NH ○ NV ○ PA ○ PR ○ SD ○ TN ○ TX ○ VI ○ WA ○ WY	***Yes**	**Yes**	N/A	N/A	
10.	Designation of Beneficiary, SF 1152	**Yes**	**Yes**	**Witnessed**	N/A	
11.	ODA New Employee In-Processing Sheet	**Yes**	N/A	N/A	N/A	
12.	PII Certification Statement, SBA 2311	**Yes**	**Yes**	N/A	N/A	
13.	ODA Language Skills Identification Form	**Yes**	N/A	N/A	N/A	
14.	Ethnicity and Race Identification, SF 181	Optional	N/A	N/A	N/A	
15.	Self-Identification of Handicap, SF 256	Optional	N/A	N/A	N/A	
16.	GSA SmartPay2 (SP2) - VISA IBA Cardholder Form	**Yes**	**Yes**	N/A	N/A	
17.	Travel Card Training Certificate	**Yes**	**Yes**	N/A	N/A	
18.	Computer Access Clearance/Security Form, SBA 1228	**Yes**	**Yes**	N/A	N/A	

	Form	Required?	Signed/ Initialed?	Notarized/ Witnessed?	Supporting Documents?	Ready to Return?
19.	e-QIP Applicant Information Form	**YES**	N/A	N/A	N/A	