

In-Processing Forms Checklist

Federal Retirement Thrift Investment Board (FRTIB)
77 K Street NE, Ste 1000, Washington D.C. 20002

Name: _____
Title: _____ PD #: _____
Office: _____ Org Code: _____

This checklist is will assist you in completing the necessary forms needed for orientation. Please complete all forms prior to orientation and bring them with you on your first day.

The section of the checklist is applicable to:
- All new FRTIB employees.

Bring these completed forms with you:

- _____ I-9 Employment Eligibility Verification
- _____ SF 144 Statement of Prior Federal Service
- _____ SF 181 Ethnicity and Race Identification
- _____ SF 256 Self Identification of Disability
- _____ SF 1152 Designation of Beneficiary Unpaid Compensation of Deceased Civilian Employee
(Required if your decision differs from the natural order of precedence.)
- _____ SF 1199A Direct Deposit Sign Up Form / FRTIB Direct Deposit Form
- _____ W-4 Employee's Withholding Certificate
- _____ State Tax Withholding Form DC _____ MD _____ VA _____
- _____ Emergency Contact Form
- _____ Education Data Sheet (If applicable, request official transcripts for HR)
- _____ Official Mailing Address Form

Mission Support will collect the following forms during New Hire Orientation:

- _____ Fitness Center Waiver
- _____ Mass Transportation Benefits Program Application

You will complete the following forms during New Hire Orientation:

- _____ OF-306 Declaration of Federal Employment
- _____ SF 61 Appointment Affidavit

Please make sure that HR receives ALL documents required for starting your payroll. These documents should be received no later than the first Wednesday of your initial pay period.

The section of the checklist is applicable to:
- New to the federal government (includes reinstatement).

NOTE: If you have prior federal service please alert your HR Specialist.

- _____ SF 2823 Designation of Beneficiary FEGLI
- _____ SF 3102 Designation of Beneficiary FERS
- _____ The above two forms are required if your decision differs from the natural order of precedence.
- _____ SF 2809 Health Benefits Election Form
- _____ SF 2817 Life Insurance Election FEGLI
- _____ TSP 1 Thrift Savings Plan Election Form
- _____ TSP 3 Thrift Savings Plan Designation of Beneficiary (unfillable PDF)

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The section of the checklist is applicable to:
- Transfers from another federal agency.

Do you have a Federal Flexible Spending Account?

If yes, when you change agencies (i.e., transfer from Department of the Army to FRTIB) you will need to notify the Federal Flexible Spending Account with the following information:

- * Name of new employing agency: Federal Retirement Thrift Investment Board
- * New agency payroll identification number: 26-14-0001
- * Effective date of Transfer _____

You may contact an FSAFEDS Benefit Counselor toll-free at 1-877-FSAFEDS (372-3337), (TTY: 1-800-952-0450), Monday through Friday, 9:00 AM until 9:00 PM, Eastern Time. **Please be advised that there may be payroll allotments missed due to the transfer.** In this case future allotments will be increased throughout the Benefit Period to ensure you meet your annual election.

Are you enrolled in the Federal Employees Dental and Vision Insurance Program (FEDVIP)?

If so, when you change agencies you must provide the following information to insure your coverage does not lapse.

- * Name of new employing agency: Federal Retirement Thrift Investment Board
- * New agency payroll identification number: 26-14-0001
- * Effective date of Transfer _____

You may either update this information yourself online at www.BENEFEDS.com or by contacting customer service at 1-877-888-FEDS (3337) or TTY 1-877-889-5680. Customer Care Consultants are available Monday through Friday from 9:00 am to 7:00 pm Eastern Time.

Do you have a TSP Loan or making TSP Catch Up Contributions?

If so, you must immediately notify this office to insure your TSP loan payments and catch up contributions continue. The Financial Liaison Center only re-initiates TSP loans. In order to do so, you must submit a copy of the Verification of Account (TSP-19). You will also need to provide your loan account number and payment amount. If the FRTIB has a different pay cycle from your current agency, you should reamortize your loan to avoid being in default.

Other miscellaneous information for transfers:

It is recommended you provide a copy of last leave and earnings statement (LES) (Transfer eligible only) dated the Saturday prior to the effective date of the FRTIB appointment.

Rehires must provide last LES prior to separation or SF 1150.