

New Employee Orientation Forms - Check List

Mandatory Forms (all forms should be signed and dated):

1. Complete the I-9/Employment Eligibility form (two separate pages, please)
2. Bring **original** forms of ID/Proof of Eligibility to work, as listed in the I-9 instructions
3. Complete the Federal Tax form
4. Complete the Maryland Tax form (all employees)
5. Complete the additional Tax Form if you live in one of the following States:
 - a. District of Columbia
 - b. Pennsylvania
 - c. Virginia
 - d. West Virginia
6. Complete the Personal Data form
7. Complete the Direct Deposit form. You must designate your pay to be deposited into one account with the option to also deposit into two other accounts.
8. Complete the Designation of Beneficiary forms
 - Salary, Annual and Sick Leave
 - Life Insurance
 - Retirement
9. Bring documents that provide verification of dependents, including their social security numbers and dates of birth. Acceptable documents include:
 - * marriage certificates (issued by a government official)
 - * birth or adoption certificates
 - * notarized affidavit of domestic partner
 - * notarized affidavit of qualified dependent status
 - * proof of disability if child/dependent is over age 26

Optional Forms (if you choose any of these options, all forms should be signed and dated):

10. Complete the *Advance Pay Request* form

11. Complete the *Request for Employment Outside of the County Service*

12. Complete the *(Withhold) Release of Home Telephone Numbers to the Union*
(for bargaining unit employees only)