

New Employee Paperwork Checklist

Forms to Bring to Orientation

In order to make your first day of work a productive one, please complete the forms listed below and bring them with you to orientation. If you have any questions, please contact Kimberly Blackman, (301) 278-9061 (kimberly.blackman@bea.gov). You are also more than welcome to make note of the questions and hold them until your orientation date.

You must fill out each document listed below even if you have already done so before.

Required

- I-9 Employment Eligibility Verification Form
- OF-306 Declaration for Federal Employment Form
- CD-525 Employee Address Form
- CD-314 Statement Relating to Employee Responsibilities and Conduct Form
- SF 181 Ethnicity and Race Identification Form
- SF 256 Self-Identification of Handicap Form
- Pre-Appointment Certification Statement for Selective Service Registration Form
- Uniformed Service Status
- SF-1199A Direct Deposit Sign-Up Form
- W-4 Employee's Withholding Allowance Certificate Form
- Withholding Exemption Certificate (if applicable)
 - VA-4 Virginia Employee's Withholding Exemption Certificate
 - or-
 - MW 507 Employee's Maryland Withholding Exemption Certificate
 - or-
 - D-4 Employee's Withholding Allowance Certificate