

What to Bring Checklist

The “What to Bring Checklist” provides you with a list of items you will need to bring with you to New Employee Orientation. This information is used to complete your benefit and required employment forms.

✓ **I-9 Form**

This form is used for Employment Eligibility Verification and provides proof of legal status to work for Snohomish County. Select from the list of acceptable documents shown on the link below (page 5) and bring with you to orientation.

- Review the list of Acceptable documents - <http://www.uscis.gov/files/form/i%2D9.pdf>

✓ **Benefit Forms**

You will be completing benefit forms for Medical, Dental, Vision and other plans during New Employee Orientation.

- To add a spouse, you are required to bring a certified marriage certificate.
- To add eligible dependents, you are required to bring the certified birth certificate or documents of legal guardianship for each dependent.
- To add a domestic partner, you are required to turn in a completed [Affidavit for Domestic Partnership](#).
- Bring the following information for those dependents you will include on your benefits:

Names	Addresses	Birth Dates	Social Security Numbers

- Review the Benefits section of the New Employee website for the details of each plan

✓ **W-4 Form**

The W-4 form is used so that your employer can withhold the correct federal income tax from your pay. Consider completing a new W-4 form each year and when your personal or financial situation changes. For more information, you may want to visit www.irs.gov.

- Consider your tax filing status _____
- Number of exemptions you may have _____

✓ **Direct Deposit**

Snohomish County offers direct deposit options for your paycheck. If you plan to select direct deposit:

- Bring a voided deposit slip or voided check

Note: For direct deposit into a checking account bring a voided check or for direct deposit into a savings account bring a voided deposit slip.

✓ **Emergency Contacts**

Snohomish County keeps a record of your emergency contact(s) on file.

- Bring name(s) and phone number(s) of a local contact(s) that can be reached in case of an emergency. (Only one is needed, but you can provide more than one)

Names	Phone numbers

✓ **Retirement Planning**

If you have been a former member of Washington State Public Retirement System, you will be continuing in the same plan. If you are a new employee in a retirement eligible position, you will be enrolling in one of the Washington State Retirement System plans.

- Review the Retirement section of the New Employee Website for the plan options. If you have questions about the plans, contact the Department of Retirement System at 1-800-547-6657.
- Bring the following information for your retirement beneficiaries:
 - Names
 - Addresses
 - Birth Dates
 - Social Security Numbers

Names	Addresses	Birth Dates	Social Security Numbers

✓ **Prior Insurance Coverage**

If you have been covered under another insurance plan prior to your employment at Snohomish County you will need to provide specific information from that plan.

- Insurance Company name _____
- When the coverage began _____
- When the coverage ended _____
- Group # _____