

## 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.

- 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](http://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 # \_\_\_\_\_

**Additional Points to Know**

- ✓ [New Employee Orientation](#) - To be prepared with information on parking and directions visit the new employee website. You will also find information about the parking garage, parking on the street, or taking public transportation.
- ✓ [Identification Badge](#) - Smile! During New Employee Orientation you will have your photo taken for your ID badge.
- ✓ "What to Bring Checklist" - Don't forget your completed checklist and have those items with you to assist you in completing pertinent forms.