

**Civil Service Forms Checklist:**

- SF-61 - Appointment Affidavits
- OF-306 – Declaration for Federal Employment
- SF-144 – Statement of Prior Service
- SF-61B – Declaration of Appointee
- I-9 – Employment Eligibility Verification Form
- Educational Data Update Form
- SF-2809 – FEHB Election
- SF-2817 – FEGLI Election
- SF-2823 – FEGLI Designation of Beneficiary
- SF-181 – Race and National Origin Identification (optional)
- SF-256 – Self Identification of Handicap
- AID 450-1 – Emergency Locator Information
- AID 515-1 – Application for Transit Benefit
- Form AD-349 – Employee Address
- SF-1199A – Direct Deposit Form
- State and Federal Taxes Forms : **Federal, Virginia, Maryland, DC**
- SF-1152 – Unpaid Compensation Beneficiary Form
- SF-3102 – FERS Designation of Beneficiary - All FERS Employees
- TSP-3 – Designation of Beneficiary
- TSP-1 – Election Form
- SF-2808 – CSRS Designation of Beneficiary