

What to Bring Checklist

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

✓ **I – 9 Form**

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

- 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 Enrollment and Intake.

- 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

✓ **W4 Form**

The W-4 form is used so that Spokane County Library District 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**

Spokane County Library District requires all employees to participate in the direct deposit program. For direct deposit into a checking account bring a voided check or for direct deposit into a savings account bring a voided deposit slip.

- Bring a voided deposit slip or voided check, or both, (You may use direct deposit for up to three (3) separate accounts)

✓ **Emergency Contacts**

Spokane County Library District 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**)

Name		Name	
Relationship		Relationship	
Telephone 1		Telephone 1	
Telephone 2		Telephone 2	
Telephone 3		Telephone 3	

✓ **Retirement Planning**

If you have been a former member of Washington State Public Retirement System, you may continue 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 [Washington State Department of Retirement Systems](#) (DRS) website for the Public Employees' Retirement System (PERS) New Member or [Former Member](#) 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 with Spokane County Library District you will need to provide specific information about that plan.

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

Additional Points to Know

✓ Identification Badge - Smile! During New Employee Enrollment you will have your photo taken for your ID badge.

✓ What to Bring to your New Employee Enrollment appointment - Your completed checklist or the hiring packet (if received prior to your appointment) and direct deposit paperwork. This information will assist you in completing pertinent enrollment forms.