

Boards and Commissions
Checklist for **New Full Time** Employee

Name:	Effective Date:
Board: Department #:	City User Fee: Y or N

Requires Ink Signature

- Form I-9 Employee Information
- Form I-9; Employer Verification
- Copy of supporting documentation ID(s) for I-9
- Form W-4; Federal Tax Withholding Form
- Form WV/IT-104; State Tax Withholding Form
- Payroll Direct Deposit Form OR Pay Card Request Form (attach voided check or bank documentation verifying account and bank routing numbers)
- Employee Prior State Declaration (provide any prior State service)

Complete PEIA Online:

Peia.wv.gov Manage My Benefits

- PEIA Health Benefits Enrollment Form
- PEIA Basic Life Insurance Enrollment Form
- PEIA Optional Life Insurance Enrollment Form (Optional. Also, return form if declining participation as indicated on form)
Marriage Certificate/Birth Certificates (if covering spouse/dependents to insurance)

Mybenefits.metlife.com

- Beneficiary information for basic life and optional life insurance coverages

Mountaineer Flexible Benefits (Dental, Vision...)

- FBMC Enrollment Form (Optional. Return form indicating declining coverage if not enrolling)
- Marriage Certificate/Birth Certificates (if covering spouse/dependents to insurance)

Retirement Benefits

- Public Employees Retirement System Enrollment Form
- Public Employees Retirement System Beneficiary Designation Form
- WV Retirement Plus (Optional. Return form declining participation if not enrolling)
- WV Retirement Plus Beneficiary (complete if enrolling)