

Boards and Commissions

Checklist for **Transfer** Employee from Another State Agency

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)

PEIA Transfer in BAS :

Peia.wv.gov Manage My Benefits

- PEIA Health Benefits Enrollment Form
- PEIA Basic Life Insurance Enrollment Form
- PEIA Optional Life Insurance Enrollment Form

Mybenefits.metlife.com

- Beneficiary information for basic life and optional life insurance coverages

Mountaineer Flexible Benefits (Dental, Vision...)

- FBMC Enrollment Form (complete only if previously enrolled in prior agency)
- 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)

Transfer employee does not need to complete tax documents, direct deposit or PEIA forms.