

Department of Administration
Checklist for Transfer Employee from Another State Agency

Name:	Effective Date:
Agency: 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)
- Parking Form (only needed if parking on the Capitol complex)
- Employee Prior State Declaration (provide any prior State service)
- Emergency Contact Form
- Policies** ([Return signature page only](#))
- DOP Drug and Alcohol Free Workplace Policy Acknowledgement Form
- DOP Prohibited Workplace Harassment Policy Acknowledgement Form
- DOP Workplace Security Policy Acknowledgement Form
- DOP Workplace Security Policy – Capitol Complex Acknowledgement Form
- DOP Smoking Restrictions in the Workplace Policy Acknowledgement Form
- OT Information Security Policy Acknowledgement Form
- DOA Confidentiality Agreement Acknowledgement Form
- DOA Employee Handbook Acknowledgement Form
- Fleet Policy Acknowledgement Form
- Employee Conduct Expectations Acknowledgment Form

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)

Smart529 Education Savings Program available. Please see flyer for additional information.

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