In order to be prepared for New Employee Orientation, we recommend that you use this checklist to ensure that you review all the appropriate information and complete each of the required forms.

**Required Forms:**

- **I-9** *(Verification of eligibility to work in the US)*
- **W-4** *(Federal income tax withholding allowance)*
- **Vermont W-4** *(State income tax withholding allowance)*
- **UVM’s Employee Information Record**
- **UA Agency Fee or Dues Deduction Form** *(Represented Faculty only)*
- **Health Insurance – Care Provider Enrollment Form** *(BCBS or MVP)*
  - Waiver of Medical Coverage Form *(Only if waiving UVM health insurance coverage)*
- **Dental Insurance Enrollment Form**
- **Certification of Dependents** *(Required for benefits coverage of family members)*
- **Life Insurance Enrollment Form**
  - Medical History Statement *(Only required for coverage greater than 2X salary and/or for Spouse/Partner coverage greater than $50,000 - one form for each person covered)*
- **Long-Term Disability Enrollment Form**

**Additional Information:**

- Direct Deposit
- Flexible Spending Account
- Short-Term Disability *(UVM Policy)*
- UVM ID *(CATcard)* *(Spouse/Partner Form?)*
- Parking Policy and Information
- Tuition Remission
- Retirement Savings Plan
- Retirement Salary Reduction *(403(b) and/or 457)*
- Veteran Status *(covered in Orientation)*
- COBRA *(covered in Orientation)*

**Reviewed Information**

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**Completed Form**

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**Printed Name:** ____________________________________________  **Date:** __________________________

**Signature:** ______________________________________________