



Henrico County New Employment Forms Checklist

Prior to your first day, please complete all the forms listed below and gather the necessary identification for your I-9 Homeland Security Form. Please reach out to your recruiter should you have any questions.

1. **Employee Personal Information Change Form:** complete all sections
2. **Child Support Withholding Notification for New Employees:** Complete even if you do not owe child support.
3. **Form W-4 – Federal Tax Form**
4. **Form VA-4 – Commonwealth of VA Department of Taxation Form**
5. **Employment Eligibility Verification - Department of Homeland Security (Form USCIS Form I-9)**
You will need to bring with you one identification from List A, **or** one identification from List B and List C. We will need to photocopy these documents.
6. **Direct Deposit Authorization Agreement**
You will be paid by direct deposit. **You will need to provide a voided check or savings deposit information. If these items are not available because you use an online bank, provide a letter with from the institution that contains your account information.** If you do not have a bank account, you will need to have one set up, or use your parents. You can join Henrico Federal Credit Union (Your offer letter is proof that you work for Henrico County and you will be allowed to open an account). Visit their website to learn about locations and hours at <https://henricofcu.org/>
7. **Delta Dental Enrollment Form**
8. **Healthcare Enrollment Form**
9. **TASC FSA Enrollment Form**
10. **MetLife Short-Term Disability Enrollment Form**

Other items required (*only if indicated by check mark)

	DMV Authorization & Driving Record Transcript Form (complete form)
	Copy of Diploma and or Transcript (Bring this with you)
	TB Test/Screening Required (See your letter for instructions)
	Drug Screen Required (See your letter for instructions)
	General Consent for Limited Queries of the FMCSA Drug & Alcohol Clearinghouse (See your letter for instructions)