New Hire Required Paperwork Checklist
Elected Officials

You are required to complete and bring the following forms and supporting documentation with you on your first day:

☐ Employment Verification Documents (Form I-9)
- You will complete the original form on your first day; however, you must bring with you appropriate original identity and employment eligibility documents.

☐ Benefit Enrollment Form (Core Benefits). You must have the following information and/or documentation when you submit your enrollment form:
- Social Security numbers for all dependents, if applicable
- Marriage Certificate or Divorce Decree, if applicable
- Birth Certificates for dependent children, if applicable
- School schedules for dependent children between the ages of 19 and 23, if applicable

☐ Elected Officials' Retirement Plan Membership

☐ Arizona Minimum Wage Law

☐ Arizona State Tax form

☐ Computer Use Acknowledgement

☐ Emergency Notification Request form

☐ Federal Tax form

☐ Unsigned Loyalty Oath. Loyalty Oath will be signed by you and witnessed by a Human Resources Representative on your first day of employment.

☐ Wage Withholding Request form.
- Although you may not be subject to child support, you are still required to review the form.
- Print your name, date and answer the question.
  - "No", no additional information should be provided.
  - "Yes" you will need to make sure to have a copy of your Wage Assignment and Atlas number from the Court.

The following represent documents for optional programs. You only need to complete these documents if you are interested in any of the optional programs offered:

☐ Direct Deposit form accompanied by a voided bank check or a printed bank direct deposit document specific to your account.

☐ Mesa Choice Flexible Spending Plan

☐ Short Term Disability (STD) Enrollment form

☐ Supplemental Life Insurance Enrollment form.
- If you are requesting more than the guaranteed issuance amount (100,000 for employees, 30,000 for spouse) you must provide the Evidence of Insurability form completed and signed.

☐ Appointment of Personal Representative