



PAYROLL EOD CHECKLIST

Name: _____

SSN: _____ DOB: _____

EOD Date: _____

Cost Code: _____

Gender: Male Female

- Professional Staff
- New Agent Trainee
- Intelligence Analyst
- Intern
- Conversion
- RSP (Reserve Service Prog)
- Prior Federal Service
- Yes/ No Break in Service

Payroll/Personnel Forms:

- Oath of Office/Appointment Affidavit (SF-61)
- TSP-1 Enrollment Form **(Not Applicable to Interns)**
- Direct Deposit (SF-1199)
- Address (AD-349)
- Form W-4 (Federal W-4)
- State Tax Form (MW-507, VA-4, D-4)
 - Exempt from State Tax – (AK, FL, NH, TN, SD, WA, NV, TX, WY)
- Employment Agreement (FD-291)
- Self-Identification of Handicap (SF-256)
- Ethnicity and Race Identification (SF-181)
- Statement of Military Reserve (FD-942)
- Prior Federal Service (SF-144)
- Last Federal Employment (FD-173)
- Form I-9 **(NOTE: Please include copies of your photo ID and/or citizenship documentation)**

Prior Federal Service Documents:

- Leave and Earning Statement
- Personnel Actions SF-50
- Form DD-214 (Member 2 or 4 Copy)
- Previous Agency Information
- Other _____

WAIVE TAXES

VA / DC

Other: _____

Division POC Checklist:

- Arrive Employee in Manage Hires (HR SOURCE)
- Administer Oath of Office (SF-61), obtain signature & attach to Payroll forms
- Scan & Email Payroll forms to (HRD_Payroll – **FBINet**)
- Scan & Email Benefit forms to (Benefits – **FBINet**)

Notes for Payroll: