

CHECKLIST: U.S. CIRCUIT JUDGE

REQUIRED FOR EMPLOYMENT:

These forms will be sent to you from the U.S. Department of Justice:

OF 36 Declaration for Federal Employment

SF 61 Appointment Affidavits

OATH Oath of Office for U.S. Judges

These forms are available to you on this website and should be completed upon entrance on duty:

FMS 2231 Fast Start Direct Deposit Form

I-9 Employment Eligibility Verification

SF 2809 Health Benefits Election Form

SF 2817 Life Insurance Election Form

W-4 Federal Withholding

W-4 State Withholding (you must choose the appropriate state form)

AO 0162 Election to Participate in the Judicial Survivors' Annuity System (JSAS)

Internal Emergency Contact Form

THRIFT SAVINGS PLAN:

You will be automatically enrolled in the Thrift Savings Plan. Please complete the attached forms, as appropriate, upon your entrance on duty:

TSP-1 Thrift Savings Plan Election Form

TSP-1C Catch-up Contribution Election Form

TSP 25 Automatic Enrollment Refund Request

OPTIONAL FORMS:

SF 1152 Unpaid Compensation Beneficiary Form

SF 2823 Life Insurance Designation of Beneficiary

TSP 3 Thrift Savings Plan Designation of Beneficiary