

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)

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 A

OPTIONAL FORMS:

SF 1152	Unpaid Compensation Beneficiary Form
SF 2823	Life Insurance Designation of Beneficiary