

## New Resident Benefits To Do List

### Return Today:

- New Resident Benefit Checklist\***  
Please initial each item and sign the back of the form to verify that you have been informed of the benefits offered and understand the effective dates and enrollment deadlines.  
**\*This form is not for enrollment- separate enrollment forms must be completed.**
- Beneficiary Designations (for Basic Life and AD&D - 100% paid by GWU)**  
For UNUM Insurance Company
- Tax Forms**  
Federal and State
- Employee Questionnaire**

### Return within 30 days of your Date of Hire:

- Benefits Enrollment Form (Medical, Dental, Flexible Spending Account)**
- Voluntary Supplemental Term Life Insurance Enrollment**  
(Residents can enroll at anytime. Residents enrolling after initial new hire period are subject to EOI.)
- Voluntary Short Term Disability Enrollment**  
(Residents can enroll at anytime. Residents enrolling after initial new hire period are subject to EOI.)
- Long Term Disability Buy Up Enrollment**  
(Residents who do not enroll during initial enrollment period must wait until Fall Open Enrollment period to enroll.)
- Legal Resources Plan** (Must enroll online. Refer to Benefits Guide for enrollment details.)
- LTD proof of prior coverage**  
Must be submitted to Benefit Services no more than 30 days from the end of the previous LTD group coverage to have the year waiting period waived. **Please note:** There is no enrollment form to fill out.

### Return as soon as you are interested in participating:

- Direct Deposit Information (send to Payroll)**
- Supplemental Retirement Plan (send to Benefits Services at the Academic Center location)**  
Salary Reduction Agreement and Retirement Plan application(s)
- Base Retirement Plan (send to Benefit Services at the Academic Center location)**  
If you have proof of prior service with another College or University as in the Benefits Description Information, please provide a letter from your former employer with the Base Retirement Plan application form. The proof of prior service letter should indicate the dates of service and either that you worked full-time during that time or that you worked at least 1000 hours in the 12-month period. Do not return the prior service letter without a completed GW Base Retirement Plan application.