

New Residents' To Do List

Please return these documents before you leave orientation. If you are unable to return these forms today, they should be returned to the Benefits Administration Department no later than the end of the week following your hire date.

Document	Instructions
New Employee Benefit Check List	Please initial each item and sign the back of the form to verify that you have been informed of the benefits offered, effective dates, and enrollment deadlines. THIS IS NOT AN ELECTION FORM. YOU MUST STILL COMPLETE SEPARATE ENROLLMENT FORMS.
Federal and State Tax Forms	You must complete the Federal W-4 and the appropriate state W-4. If you do not complete and return these documents, the university is required to withhold taxes at the highest level.
Beneficiary Designation for Life/AD&D	This is to designate a beneficiary to receive your life and/or AD&D benefits in the event of your death. If you do not complete a beneficiary designation, state law will govern who receives the benefit.
Employee Questionnaire	Please complete the Employee Questionnaire and return to Benefits Services.

The following documents must be returned no later than the date indicated. If you do not return the documents by the deadline, then you may not have coverage.

Document	Instructions	Due Date
Health Insurance Enrollment Form	Complete the Benefits Enrollment Form for health insurance coverage that you wish to select for yourself and your family as appropriate. .	Within 2 weeks of your date of hire. You will default to no coverage if you do not enroll at this time.
Dental Insurance Enrollment	If you would like to elect dental coverage for you and your family, please complete the Benefits Enrollment Form. If you do not complete and return the form, you will not have dental coverage. You will not be able to elect dental coverage until the next open enrollment.	Within 2 weeks of your date of hire
Supplemental Life Insurance Application	If you would like supplemental life insurance above the 1x salary provided to you by the University complete and return the Benefits Enrollment Form. If you do not complete and return the form, you will not have additional life coverage.	Within 2 weeks of your date of hire.

Document	Instructions	Due Date
Medical and/or Dependent Care Flexible Spending Account	If you like the ability to pay for certain medical and/or dependent care expenses on a pre-tax basis, complete and return the Benefits Enrollment Form for flexible spending accounts (FSAs)	Within 2 weeks of your date of hire.
Direct Deposit Form	To have your pay deposited to your checking or savings account. Please include a voided check or deposit slip.	May be returned anytime. Will be effective after the date returned.
GW Supplemental Retirement Plan	If you are interested in saving for retirement on a pre-tax basis, complete and submit the salary reduction agreement and enrollment forms(s). Enrollment Forms are available at the benefits orientation enrollment session or you can visit the Benefits Administration offices	May be returned anytime. Will be effective after the date returned.
GW Base Retirement Plan for Faculty and Staff	If you worked at another college or university for least 2 years (at least 1,000 hours per year), you may be eligible for GW University's retirement program immediately. You need to provide us with an employment verification letter. The letter must be on the employer's stationary.	May be returned anytime. Will be effective after the date returned.

All forms may be returned by campus mail, US mail, or in person to:

Benefit Administration Department
The George Washington University
2033 K St N.W. Suite 220
Washington, DC 20052

Academic Center
Benefits Administration
801 22nd Street N.W, Suite 100
Washington, D.C. 20052