

**EMPLOYEE CHECKLIST FOR IN-PROCESSING ~**  
**REGULAR APPOINTMENTS (Physical)**

Please **complete** and bring the following documents with you to your in-processing appointment:

- IDENTIFICATION**      Driver's License and Social Security Card\*\* OR a Passport, etc.  
(refer to the "List of Acceptable Documents" in your Welcome Packet)
  
- W-4**      Employee's Withholding Allowance Certificate (Federal)
  
- DE-4**      Employee's Withholding Allowance Certificate (CA State)
  
- PER 1045**      Automatic Payroll Deposit Authorization Form (Direct Deposit)
  
- Voided Check or Bank Printout**      Must include name, account number, and routing number (refer to PER1045)
  
- PER1042A/B/C**      CalPERS Retirement Check List
  
- CalPERS-1187**      CalPERS Reciprocal Self-Certification Form
  
- AUTO INSURANCE**      Copy of current auto insurance (if available)

\*\*The Social Security Administration requires that we show names on all our records exactly as it is shown on the employee's Social Security card. If you have changed your name for any reason and you wish to show your new name in County records, you must go in person to a Social Security Administration Office to obtain a new Social Security card. Documentation they will accept includes: marriage certificates, divorce decrees, and records of adoption proceedings.