



WELCOME TO HENRICO COUNTY

NEO PACKET LIST

Standard Forms

- U.S. Department of Justice Immigration and Naturalization Service form- I-9 (complete Section 1 only)
Please provide 2 forms of identification – See back of the I-9 form for acceptable forms of ID (You **must** have this information with you on orientation day in order to be paid)
- Child Support Withholding Notification form & copy of court ordered child support order (if applicable)
- U.S. Department of the Treasury Form W-4
- VA Department of Taxation Form VA-4
- Personal Information Update form
- Direct Deposit Authorization Agreement form
- Minnesota Life Optional Life Insurance enrollment form (VRS-39) - Inside booklet
- Anthem health care enrollment form and booklet
- Anthem Plan Comparison sheet
- Delta Dental enrollment form and booklet
- Short Term Income Protection brochure
- Flexible Spending Account Election form and booklet

Other Documents

- New Employee Orientation Agenda
- Map & Directions
- Payroll Calendar
- Employee Rights and Responsibilities under the Family and Medical Leave Act