

New Hire Form Checklist

The following forms must be filled out (typed or handwritten) and brought to the Human Resources Department:

Acknowledgement and Receipt of Handbook (submitted online through Human Resources website – New Hires)

Benefits: create login at arm.bswift.com

- Healthcare Enrollment
- Supplemental Life Insurance Enrollment
- AD&D Enrollment

Tax Forms

- Form I-9
- Form W-4*
- State of GA Withholding Allowance*

Direct Deposit Authorization

Emergency Contact Information

The following documents can be located on the Ascend to Wholeness website:

<https://ascendtowholeness.org>:

- Healthcare Plan Documents
- Life Insurance Information
- Voluntary Benefits

Retirement

- Adventist Retirement Enrollment Instructions (will be sent via email)

*If you file for parsonage exclusion, the Form W-4 and the State of Georgia Withholding Allowance forms can be completed at your discretion.