

DOCUMENTS TO BE RETURNED TO:

**Office of the Comptroller
325 West Adams Street, 3rd Floor
Springfield, IL 62704
Attn: Court Reporting PAYROLL**

REQUIRED FORMS

- W-4 Form - Combined Federal (side 1) and State (side 2)
Both sides of card must be completed and signed.
- W-9 Form Request for Taxpayer Identification Number and Certification
- Benefit Election Form for New Employees - **must be returned within 10 days of starting employment**
- Group Life Beneficiary Designation Form
- SRS (Pension) Beneficiary Form

OPTIONAL FORMS

- Coordination of Benefits Worksheet - REQUIRED if you or any covered dependents are covered under any other health plan(s).
- Opt-Out & Opt-In Worksheet - REQUIRED if you are enrolled in another health benefit plan and elect not to participate in health, dental and vision coverage.
- Direct Deposit Form for Recurring Payments (payroll) - RECOMMENDED
- Direct Deposit Form (for travel and/or transcript payments)
- Deferred Compensation Memorandum, Enrollment Form and Beneficiary Designation

**DOCUMENTS TO RETURN TO THE CHIEF JUDGE'S OFFICE
FAX COPIES TO COURT REPORTING SERVICES (217) 557-0267**

- I-9 Form Employment Eligibility Verification
- Certification of Residence, Headquarters and Insurance
- Emergency Contact and Medical Information
- Oath of Office (Court Reporters only) - If you have not already received this form, please complete and forward to your Chief Judge's office.
- State Employees Records Act
- Photo Identification Request (Return to address listed on form)
- Administrative Regulations Acknowledgment Form

PLEASE - DO NOT RETURN these forms with payroll/benefit documents.

DOCUMENTS TO RETAIN FOR YOUR INFORMATION:

- Administrative Regulations (employment policies)
- Contact Information - Address/Phone List
- Group Life Insurance Booklet
- State of Illinois Benefits Handbook