



# FedCheck for New Federal Employees

| Action Item  | Applicable Form   | Notes  |
|--|---|--|
| <b>Check Personnel Form for Accuracy</b>   | <a href="#">SF-50</a>   | Keep copies of everything in your electronic official personnel folder (eOPF) in your personal personnel folder at home! When changing a job, make sure your personnel file from prior federal service has been transferred to your current agency.  |
| <b>Beneficiary Forms</b><br>– Update beneficiary forms as needed to change prior designation or to change the <a href="#">standard order of precedence</a> . | <a href="#">SF 1152</a>   | Unpaid compensation of Deceased Civilian Employee.   |
|  | <a href="#">SF 2823</a>   | FEGLI  |
|  | <a href="#">TSP 3</a>   | TSP  |
|  | <a href="#">SF 2808</a> - CSRS<br>or<br><a href="#">SF 3102</a> - FERS    | Lump sum payment payable under CSRS or FERS of retirement contributions, deposits previously paid, unpaid retirement benefit payable prior to death. This does not affect the right of any person entitled to a survivor annuity.  |
| <b>TSP Matching</b>  | <a href="#">TSP 1 Election Form</a><br><br><a href="#">TSP Leaflet 10</a> | Learn how to receive agency matching contributions on your TSP savings. You can start, stop, or change your contributions at any time. For more information, visit Personnel or HR Office or the <a href="#">TSP Website</a> .   |
| <b>TSP Management</b>  | <a href="#">TSP BK 30</a>   | For more information about the TSP and how to manage your account.   |
| <b>Deposits / Redebits</b>   |   | If you have performed military active duty, temporary or seasonal federal civilian service, or if you have ever received a refund of CSRS or FERS retirement contributions, you may owe money to your FERS retirement that is called a "deposit." Your benefits office (HR) can help you determine how much you may owe and how this payment will affect your eligibility and computation of your future retirement benefit. Check on this sooner rather than later since there will be interest accruing on these unpaid deposit amounts. |
| <b>Check Federal and State Income Withholding</b>  |   | Revise your tax withholdings for State and Federal Income Tax if necessary. Talk to your tax advisor if you received a <b>large refund</b> on your Federal or State income taxes OR if you <b>owed taxes last year</b> .   |
| <b><a href="#">Health Savings Accounts (HSA)</a></b>   |   | If you enroll in a High Deductible Health Plan (HDHP) under certain circumstances an HSA account is created for you. This uses pre-tax dollars to pay qualifying out-of-pocket co-pays and deductibles for medical, dental, and vision expenses. The health plan credits a portion of the premium to this account, plus individuals are allowed to contribute pre-tax dollars, up to the established annual limits. Funds roll over to the next year and can be taken with you if your job status changes.                                 |
| <b><a href="#">Federal Flexible Spending Account Program (FSAFEDS)</a></b>   |   | FSAFEDS provides a way for you to save money on health care and/or child care/elder care expenses. You set aside money from your salary BEFORE taxes are withheld, incur eligible expenses and receive reimbursement. Enrolling in FSAFEDS lowers the amount of income tax you pay because the salary you set aside for FSAFEDS is not taxed. Includes Health Care Flexible Spending Accounts (HCFSA) and Dependent Care Flexible Spending Account (DCFSA).  |