

New Employee Checklist: *Civil Service Probable Permanent*

Please contact Local IBT 237 to Request Benefit Enrollment Kit at 212-924-2000. Click on the links below to complete and print the required documents, which must be returned to the Benefits Office (East Building – Room 1504) within 30 days of your appointment.

Mandatory Benefits

[Death Benefit Beneficiary Designation Card](#)

[Health Benefits Application](#)

Local IBT 237

[Retirement Application: NYCERS](#)

Optional Benefits

[TIAA Supplemental Retirement Annuity Plan](#)

[New York State Deferred Annuity Plan](#)

[New York 529 Plan](#)

[WageWorks: Transit Benefit Plans](#)

[WageWorks: Park-N-Ride Plan](#)