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