

**These forms must be completed prior to attending  
New Employee Orientation. Click each form to download.**

You can print this page to use as a checklist so you don't forget anything.

- [New Employee Information Form – Texas County & District Retirement System \(TCDRS-01\)](#) (Fillable PDF)
- [Beneficiary Designation \(TCDRS-06\)](#) (Fillable PDF)  
*Make sure you read the instruction page carefully.*
- [Additional Beneficiary Attachment \(TCDRS-95\)](#) (Fillable PDF ) Optional  
*Complete only if you want to list additional beneficiaries.*
- [Emergency Notification Form](#) (Fillable Word doc.)
- [Form W-4](#) (Fillable PDF)

**You will receive additional information during Orientation to help you  
complete the following forms.**

- [Employment Eligibility Verification Form \(I-9\)](#) (Fillable PDF)  
*Make sure you read the instruction page very carefully.*
- [Authorization Agreement for Payroll Direct Deposit](#) (PDF)
- [\(Optional\) Dallas County Tax Deferred Compensation Plan Participation Agreement and Service Plan](#)

**You may receive additional forms during Orientation or after reporting to your department.**