

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](#)

[Health Benefits Application](#)

[Health Benefits Buy-Out Waiver](#)

Optional Benefits

[Flexible Spending Account Brochure](#)

[Flexible Spending Account Enrollment Form](#)

[Edenred Transit Form Guide](#)

[Edenred: Transit Benefit Plans \(State\)](#)

[Edenred: Transit Benefit Plans \(City\)](#)

[Edenred: Park-N-Ride Plans \(State\)](#)

[Edenred: Park-N-Ride Plans \(City\)](#)