



Instructions for Completing your Benefits & Payroll Paperwork:

Please complete the following forms and return by your start date:

- Direct Deposit
- Tax Forms
- Record of Aggregate NC Service
- OSHA Employee Notification
- Memorandum of Agreement
- Health Insurance Enrollment Form- This form will be used to set up your account in the State Health Plan enrollment center. You will receive an email from the benefits specialist with your log-in information and instructions for completing enrollment.
- OCS Benefits Enrollment Form (Dental, Vision, Flex Spending and Life)

You will need the following information to complete your benefits paperwork:

Beneficiary Information:

- Social Security Numbers
- Addresses
- Birth Dates

If you are covering dependents on your health insurance, you will need to upload one of the following when you enroll in your health insurance online:

- Copy of Official Birth Certificate (child dependents)
- Copy of Official Marriage License **AND** utility bill with both names on address (spouse dependent)
- Page 1 of 1040 tax form with signature listing spouse and/or child dependent(s)

Return completed paperwork to:

Angela Turnbill

angela.turnbill@orange.k12.nc.us

Fax: 919-732-0044

200 East King St. Hillsborough, NC 27278