

## **INSTRUCTIONS ON COMPLETION OF MFA APPLICATION FOR THE HOUSE OFFICER SERVICE**

- Complete MFA Application with all of your personal details
- Complete I-9 form. You need supporting documents from List A (look on the back). If those are not available, then you need one from List B AND one from List C
- Cancelled check or a letter from your bank
- Complete the tax form of the state that you **reside** in
- Complete the 401 (A) form—this needs to be completed. This does not require your contribution. It is fully contributed by the MFA (4% of your salary) as a benefit to you. Funds are not placed in until 90 days from your start date. It cannot be vested unless you work for 2 years
- Complete the 403 (B) form. This is optional
- Complete confidentiality policy agreements and acknowledgment forms for computer password protection