

Lab Secretary:

In addition to the usual items you prepare for IRTA packages, please complete the following and include in *NEW* IRTA packages. It will eliminate a lot of our going back and forth when I realize a piece of information is missing. Often this is information that I need to complete one of the forms done by me.

IRTA's Name: _____

SS#: _____ Telephone Numbers: (Home) _____ (Lab) _____ FAX _____

Current Residential Address:

Address while at NIH (if known):

Health Insurance Needs: Self Only Family

Does IRTA want to obtain health insurance through FAES? _____

OR

Does IRTA want to obtain health insurance and be reimbursed (up to \$113 per month single or \$236 per month family)? For this, insurance must be issued in the name of the IRTA fellow, not his/her spouse. _____

Please be certain that IRTA knows to come to my office early on his/her first day here. I will then send him/her to the Personnel Office for them to handle other items (Direct Deposit, Identification card, etc.)