



## Workforce Transition

### Employee Checklist

Please be aware if you are affected by a reduction there are a few items in this packet you must complete and send to Human Resources as soon as possible. These items are needed so we can ease your transition to re-employment.

We recommend keeping this information in a safe place so you can refer to it when needed. Additional resources are also available on Revenue's Workforce Transition website at [https://learn.state.fl.us/cpdhub/WF\\_Transition/](https://learn.state.fl.us/cpdhub/WF_Transition/).



Review the contents of this packet. Please read the [Guide to Benefits](#) information before completing your [Accumulated Leave Options](#) form.

Complete and submit the following documents to Revenue's Human Resource office **within seven days** of receiving this information:

1. Personal Interest form
2. Accumulated Leave Options form
3. Current State of Florida application (optional)

**Mailing Address:**

Florida Department of Revenue  
Human Resource Office  
Mail Stop 1-3411  
5050 W. Tennessee Street  
Tallahassee, FL 32399-0115

Apply for [reemployment assistance](#) (unemployment compensation) with the Florida Department of Economic Opportunity at <http://www.floridajobs.org/>.

If applicable, contact your supplemental insurance, deferred compensation provider or any other company receiving payment through payroll deduction within 30 days to avoid a lapse in coverage. The providers will instruct you on available payment arrangements. Go to the [Department of Financial Services website](#) and review your Earnings and Benefits Statement.

Update your resume.