



Dependent Documentation Requirements

A. Spouse

- Copy of your marriage license/certificate; **and**
- Copy of your most recent Federal or State filed tax return listing your spouse's name and Social Security Number (or ITIN);* **and**
- Spouse's Social Security card (or ITIN card/letter), if not listed on the tax return.
- Proof of Common Law Marriage Form, if applicable (available from your Benefits Counselor)
- Other joint ownership proof, listing both names, may be required such as recent mortgage, credit card, or bank statements, and utility bills
- A spousal surcharge will be payroll deducted unless you submit supporting documentation to verify the surcharge should not apply (i.e., verification from spouse's employer, proof of disability, proof of unemployment pay, etc.).

B. Natural-Born or Legally Adopted Child(ren)

- Copy of birth certificate(s)/valid hospital birth record listing your name for each dependent child; **and**
- Copy of valid Social Security cards (or ITIN cards/letters) for each dependent child age 6 months and older
- Proof of paternity, if applicable
- Divorce decree or court order, if applicable, indicating your requirement to provide health coverage
- Legal adoption papers, if applicable
- Copy of the most recent Federal or State filed tax return listing dependent names and Social Security Numbers (or ITINs) can be used in lieu of Social Security/ITIN cards.*

C. Stepchild(ren) or Legal Guardian Child(ren)

- Copy of birth certificate(s)/valid hospital birth record listing parents' names for each dependent child; **and**
- Copy of valid Social Security cards (or ITIN cards/letters) for each dependent child age 6 months and older
- Legal Guardianship Dependent Eligibility Form and legal documents, if applicable
- Divorce decree or court order, if applicable, indicating your requirement to provide health coverage
- Copy of the most recent Federal or State filed tax return listing dependent names and Social Security Numbers (or ITINs) can be used in lieu of Social Security/ITIN cards.*
- Copy of marriage license/certificate and proof of current joint ownership to validate current marriage to the stepchild(ren)'s birth parent, if applicable.

D. Incapacitated Child(ren)

- Copy of birth certificate/valid hospital birth record listing your name and valid Social Security card (or ITIN card/letter); **and**
- Copy of the most recent Federal or State tax filed return listing dependent name and Social Security Number (or ITIN).*
- A completed incapacitated child form must be submitted and approved by the Claims Administrator (available from your Benefits Counselor)

*The page of the tax return that lists dependent names and Social Security Numbers. Please black out all financial information.

Note: When adding newly acquired dependents based upon a qualified Change in Status event, tax returns are not required.