



Employee Welfare Benefit Plan

Required Documentation for Dependent Eligibility and Enrollment

Spouse

Marriage Certificate (REQUIRED)

PLUS (copy of one of the following):

- 2018 Jointly filed or Individual Federal Tax Return for spouse verification, ONLY pages 1 & 2 (with the dollar amounts blacked out) or Form 4868 if your return was extended
- Joint mortgage/lease (with the dollar amounts blacked out)
- Joint bank or credit account (with the dollar amounts blacked out)
- Qualified Domestic Relations Order
- Spouse's Driver's License
- Spouse's Passport
- Separation / Divorce Agreement (if applicable)

Children under age of 26 (copy of one item verifying the child's relationship to the employee)

- Birth Certificate that include parent names
- Court order, legal guardianship order, or child support order identifying relationship of the child to the employee
- Separation Agreement / Divorce Decree
- Qualified Medical Child Support Order
- Qualified Domestic Relations Order
- Proof of adoption

Dependent with Disability (copy of one item verifying the disabled dependent relationship to the employee and verifies the Total Disability and dependency)

- 2018 Federal Tax Return, ONLY pages 1 & 2 (to establish dependency of a disabled dependent over the limiting age of the plan, with the dollar amounts blacked out) or Form 4868 if your return has been extended
- Certificate of Disability
- Legal Guardianship Order