

Dependent Verification Document Requirements

Dependent Verification is the process of an employee providing required documentation to verify proof of their dependent relationship in order to add them to their benefit plan(s).

Type of Dependent	Required Document(s)
Spouse	1. Marriage License
	<i>If married for more than 12 months, one of the following documents must be submitted alongside the Marriage License:</i> 1. Previous Year Federal 1040 or State Tax Return 2. Utility bill within the last 12 months, containing both the employee and spouse names. 3. Bank account statement with both the employee and spouse names within 12 months. 4. Insurance document such as homeowners, renters or automobile, which must be within the last 12 months showing both employee and spouse as joint account holders. 5. Mortgage or current lease document within the last 12 months showing employee and spouse as joint owners (must contain the name of the mortgage company or landlord/rental company). 6. Valid vehicle registration within the last 12 months, showing both employee as spouse as joint owners.
Biological Child	1. Birth Certificate
Step Child through Marriage	1. Marriage License and Childs Birth Certificate or 2. Prior Year Tax Return and Childs Birth Certificate
Legally Adopted Child	1. Adoption Papers
Disabled Child	1. Birth Certificate and Medical Certification from Licensed Health Care Provider