

If you have questions, access FAQs online. You can also contact the Verification Center at 1-866-272-7174 or send an email through the Secure Mailbox option available on the Verification Portal. Representatives are available Monday through Friday from 8 a.m. to 8 p.m. ET.

## TYPES OF DEPENDENTS

Which type of dependent needs to be verified as eligible for coverage? Find the right dependent type and gather the documents you will need to send. Refer to the GLOSSARY for definitions and descriptions of terms used.

<b>Spouse</b> <u>Two documents are required</u> (one from Section A and one from Section B), unless otherwise noted.	
<b>Section A</b>	<b>Section B</b>
<ul style="list-style-type: none"> <li>Government Issued Marriage Certificate, including date of marriage <b>and</b> Affidavit of Spousal Coverage (no other document from Section B is required if you were married in the past 12 months.)</li> </ul>	<ul style="list-style-type: none"> <li>Federal Tax Return within last 2 years that lists your spouse or partner</li> <li><b>Current</b> proof of Joint Ownership issued within <b>the last 6 months</b></li> </ul>
<b>Child</b> <u>One document required</u> unless otherwise noted.	
<b>Dependent Type</b>	<b>Document Required</b>
Biological Child	Government Issued Birth Certificate that includes parents' names.
Adopted Child	Government Issued Birth Certificate or Adoption Certificate or Placement Agreement
Step-Child	Government Issued Birth Certificate that includes parents' name <b>AND</b> one or both documents from Section A and Section B to verify Spouse or Partner
Legal Ward	Government Issued Birth Certificate <b>AND</b> Court Ordered Document of Guardianship
Disabled Child	Documentation listed above <b>AND</b> Federal Tax Return within last 2 years claiming the child <b>Note:</b> Disabled Adopted Child cannot verify with a placement agreement or petition.

## GLOSSARY

Term	Definition/Description
Birth Certificate	<ul style="list-style-type: none"> <li>Must include names of parents. Certificates that do not include parents' names will not be accepted.</li> <li>Hospital issued birth certificates are only accepted for children who are less than 3 months of age.</li> </ul>
Court Document	<ul style="list-style-type: none"> <li>Must include the participant's name, or spouse's name, case number, court ordered relationship type (adopted, legal guardianship, or paternity), and judge's signature.</li> </ul>
Government Issued	<ul style="list-style-type: none"> <li>An official government record printed on security paper and includes an official raised, embossed, impressed, or multicolor seal.</li> </ul>
Federal Tax Return	<ul style="list-style-type: none"> <li>Send only the <u>first page</u> of your recent Federal Tax Return (Form 1040) that shows your dependent</li> </ul>
Proof of Joint Ownership	<ul style="list-style-type: none"> <li>May include mortgage statements, bank statements, credit card statements, current rental/lease agreements (including start and end dates and cannot be month to month) or property tax statements with both parties' names as co-owners.</li> <li>Proof of joint ownership includes separate documents in participant's name and spouse or partner's name, both showing the same address.</li> <li>Proof of joint ownership cannot be delinquent or past due.</li> </ul>



**Important**

- Black out all financial information and Social Security numbers.
- **PHOTOCOPYING VITAL RECORDS MAY BE PROHIBITED BY STATE LAW**  
Some states have laws that do not allow a person to copy vital records, such as birth certificates or marriage certificates. Copying, for this purpose, generally includes documents scanned or faxed, as well as photocopied.

Confirm whether it is allowed to copy vital records with the vital records office that issued the record in question.

If copying is not allowed, we recommend that you get a duplicate government issued document from your vital records office (a non-certified document is acceptable if available) and send it by way of U.S. mail. **Document(s) sent will not be returned.**

**FOR MORE INFORMATION**

You can log into our online portal any time to check your status, but we will also notify you of your status by U.S. mail.



<b>Verification Center</b>  Visit <a href="http://www.yourdependentverification.com/plan-smart-info">www.yourdependentverification.com/plan-smart-info</a>	<ul style="list-style-type: none"> <li>• Choose delivery preference (email or postal mail).</li> <li>• Check dependent verification status.</li> <li>• Review letters.</li> <li>• Upload documents.</li> <li>• Review Security and Privacy Policy.</li> <li>• Access FAQs</li> <li>• <a href="#">Secure Mailbox</a>, <a href="#">Go to Contact Us</a></li> </ul>
<b>Verification Center Customer Care</b>  1-866-272-7174	Representatives are available Monday through Friday, from 8 a.m. to 8 p.m. ET.

*For complete details about the terms of your benefit plans, consult the plan's Summary Plan Description, any Summaries of Material Modification, and/or the plan document. In the event of a conflict between the information in this letter and the information located in the official plan documents, the official plan documents shall control.*

*Si tiene preguntas acerca de la auditoria o el proceso, llame al Centro de Verificacion de Dependientes al 1-866-272-7174. La linea de ayuda esta disponible de Lunes a Viernes de 8 a.m. a 8 p.m. hora del Este (ET).*