

ELIGIBILITY GUIDELINES

Please review carefully to determine your dependent(s) eligibility and the appropriate documents that you will be required to submit. You will need to submit one document for each individual covered under one of the following dependent categories:

Spouse: 1st page of your 2013 IRS Federal Tax Return.

Birth Child: 1st page of your 2013 IRS Federal Tax Return

In the case of divorce situations in off year of claiming dependent, please provide a copy of an original birth certificate or certified copy with the employee or spouses name listed as the parent.

Step Child: Court papers showing legal responsibility for insurance, plus the 1st page of your 2013 IRS Federal Tax Return

Adopted/ Guardianship: Court papers showing legal responsibility for the children, plus the first page of your 2013 IRS Federal Tax Return.

Disabled dependent: 1st page of the 2013 Federal tax form and physicians statement attesting to the disability of the dependent.

Benefit Counselors will only be viewing line 1-6d of Federal Tax return to complete your Dependent Verification Audit. Copies of your tax return will not be made or retained. Feel free to black out any information below the “Exemptions” section that you do not wish to share.

We understand that some employees will not have birth certificates at this time. We strongly suggest that you order any documents you may need today as it could take about 3 – 4 weeks to process and receive your requested item(s). Please understand that these documents will be required to provide eligibility for coverage.

The following websites can help you find the documents required or answer questions in obtaining vital records you may need.

www.usbirthcertificate.net

www.vitalchek.com