

## **Documentation Requirements for Dependent Audit**

Below is a list of eligibility and documents requirements. In most cases, at least **two** forms of documentation are required for dependents. Please read carefully. If you have any questions please review the <u>Examples of Audit Documentation</u> or call the Dependent Verification Center Monday through Friday from 8:30 a.m. to 5:30 p.m. Central time at (888) 375-2367.

#### THINGS TO REMEMBER

#### - SEND COPIES ONLY. ORIGINALS WILL NOT BE RETURNED

- Black out Social Security numbers appearing on any documents submitted.
- Only send the first page of your prior year Federal tax return that shows your dependents. State tax returns are <u>not</u> accepted in lieu of Federal tax returns.
- Black out all monetary amounts appearing on Federal tax returns, for example earnings listed on your Form 1040.
- Documents proving joint ownership are: mortgage statements, credit card statements, bank statements, property tax statements and residential leasing agreements listing both parties' names as co-owners. The joint ownership may be established prior to the current year; however, the statement provided must be issued within the last six months.
- You may provide two separate documents proving joint ownership one in the employee's name and one in the dependent's name, showing matching addresses. The statements provided must be issued within the last six months.
- Proof of marriage must be a government issued marriage license or marriage certificate including the date of your marriage. Church issued certificates are not acceptable.
- Birth certificates must be government issued birth certificates listing parent names. Hospital issued certificates are <u>not</u> acceptable.

**VITAL RECORDS REQUEST\*:** In some states and county clerk offices, it could take 4-8 weeks for vital records to come in (e.g. Illinois, Massachusetts, New York, etc.). Also in some states and county clerk offices, the standard turnaround time is 6 months, although they are consistently delivered within 10-14 business days (e.g. California). Please order your documentation early in the verification process to ensure receipt.

**PHOTOCOPYING VITAL RECORDS\*:** Some states and county clerk offices prohibit the photocopying of vital records (e.g. Florida, Pennsylvania, Wisconsin, etc.). Typically, there's a warning on the document stating that copying is not allowed. We recommend that dependents in these states obtain the non-certified vital record for the verification which is usually available at a reduced cost compared to the certified vital record cost.

**BIRTH CERTIFICATES LISTING PARENT NAMES:** Some state and county clerk offices issue the short-form certificate as a standard (e.g. Texas, Arizona, Iowa, New Jersey, South Carolina, etc.). Please obtain the long-form including the parent names, the same used to obtain a passport.

Disclaimer: The above may not include all states/county practices.



#### **ELIGIBILITY RULES AND DOCUMENTATION REQUIRED**

There are alternative forms of documentation that you can submit. Please review the <u>List of Acceptable Alternative Documentation</u> or call the Dependent Verification Center. If you have any questions please call the Dependent Verification Center Monday through Friday from 8:30 a.m. to 5:30 p.m. Central time at (888) 375-2367.

Note: The ID column below refers to the type of dependent on the Dependent Verification System and not used for anything other than dependent audit processing.

ID	Dependent Type	Age	Eligibility Requirements
LS	Legal Spouse	N/A	The covered employee's husband or wife under Federal law
	Document Options for Verifying Eligibility:		
	Government Issued Marriage Certificate and Federal Tax Return within Last 2 Years OR		ax Return within Last 2 Years
	Government Issued Marriage Certificate and Proof of Joint Ownership Issued Within Last 6 Months		oint Ownership Issued Within Last 6 Months
	OR Government Issued Marriage Certificate Only (if married in the last 12 months)		



ID	Dependent Type	Age	Eligibility Requirements
DP	Domestic Partner	Age 18 and over	You and your domestic partner are registered as domestic partners in accordance with the applicable city, county, or state laws.
			In the absence of domestic partner registration, all of the following requirements must be met: You and your domestic partner are at least 18 years of age and capable of consenting to the relationship;
			You and your domestic partner are not related to one another to a degree that would prevent marriage under the laws of the state in which you reside;
			Neither you nor your domestic partner is married to another person under statutory or common law and neither of you is in another domestic partnership;
			You and your domestic partner are in a single, dedicated relationship with each other and have been in a relationship for a minimum of six consecutive months and intend to remain in the relationship indefinitely; and
			You and your domestic partner share the same residence for a minimum of six consecutive months.

#### **Document Options for Verifying Eligibility:**

Notarized Affidavit of Domestic Partner Registration and Proof of Joint Ownership Issued Within Last 6 Months OR

Notarized Affidavit of Domestic Partner Registration and Federal Tax Return Issued Within Last 2 Years

**DPC Domestic Partner Child** 

Up to age 26

Must be the child of your Domestic Partner

#### **Document Options for Verifying Eligibility:**

Government Issued Birth Certificate, Notarized <u>Affidavit of Domestic Partnership</u> and Proof of Joint Ownership Issued Within Last 6 Months

or

Government Issued Birth Certificate, Notarized Affidavit of Domestic Partnership and Federal Tax Return within Last 2 Years



ID	Dependent Type	Age	Eligibility Requirements
DPD	Domestic Partner Disabled Child	Up to age 26	Must be medically certified as disabled  Must be financially supported by the employee and spouse
	Issued Within Last 6 Months, and Fe or	Notarized Affidavit of deral Tax Return Cla	Domestic Partnership, Proof of Joint Ownership iming Child f Domestic Partnership and Federal Tax Return
	Within East 2 Tears Claiming Crind		
CLS	Common Law Spouse	N/A	Only allowable in the following states, according to the criteria listed below:
			Alabama
			Colorado
			Georgia (prior to 1/1/97)
			Idaho (prior to 1/1/96)
			Iowa
			Kansas
			Montana
			Ohio (prior to 10/10/91)
			Oklahoma (prior to 11/1/98)
			Pennsylvania (prior to 1/1/05)
			Rhode Island
			South Carolina
			Texas
			Utah
			District of Columbia
			Note for Arizona residents: Common law marriages can not originate in Arizona. If a common law marriage originated in another stat Arizona may recognize it. Please call (888) 375 2367 if you need assistance with your documentation.

#### **Document Options for Verifying Eligibility:**

Notarized Affidavit of Common Law Marriage and Proof of Joint Ownership Issued Within Last 6 Months

Notarized Affidavit of Common Law Marriage and Federal Tax Return Issued Within Last 2 Years

BC Biological Child Age 26 and under Must be your biological child

#### **Document Options for Verifying Eligibility:**

Government Issued Birth Certificate



ID	Dependent Type	Age	Eligibility Requirements
DBC	Disabled Biological Child	Up to age 26	Must be medically certified as disabled Must be financially supported by the employee and spouse
	Document Options for Verifying E Government Issued Birth Certificate		ı <u>rn</u> within Last 2 Years (Claiming Child)
AC	Adopted Child	Up to age 26	Must be your adopted child
	Document Options for Verifying E Adoption Placement and Petition for OR Adoption Certificate	-	
DAC	Disabled Adopted Child	Up to age 26	Must be medically certified as disabled Must be financially supported by the employee and spouse
	Document Options for Verifying Eligibility:  Adoption Certificate and Federal Tax Return within Last 2 Years (Claiming Child)		
SC	Step-Child, Child of Common Law Spouse	Up to age 26	Must be your step-child or the child of your Common law spouse

#### **Document Options for Verifying Eligibility:**

Government Issued Birth Certificate, Government Issued Marriage Certificate, and <u>Federal Tax Return</u> within Last 2 Years

OR

Government Issued Birth Certificate and Government Issued Marriage Certificate (if married within the last 12 months)

OR

Government Issued Birth Certificate, Notarized <u>Affidavit of Common Law Marriage</u>, and Proof of Joint Ownership Issued Within Last 6 Months

OR

Government Issued Birth Certificate, Notarized <u>Affidavit of Common Law Marriage</u> and <u>Federal Tax Return</u> within Last 2 Years

OR

Government Issued Birth Certificate, Government Issued Marriage Certificate, and a Proof of Joint Ownership Issued Within Last 6 Months

DS Disabled Step-Child, Disabled Up to age 26 Must be medically Child of Common Law Spouse Must be financially

Must be medically certified as disabled Must be financially supported by the employee and spouse

#### **Document Options for Verifying Eligibility:**

Government Issued Birth Certificate, Government Issued Marriage Certificate, and <u>Federal Tax Return</u> within Last 2 Years Listing Spouse and Claiming Child



ID	Dependent Type	Age	Eligibility Requirements
LW	Legal Ward	Up to age 26	Must be your legal ward  Must provide court ordered documentation of legal custody
	Document Options for Verifying Eli Government Issued Birth Certificate a	-	ocument of Legal Custody
DW	Disabled Legal Ward	Up to age 26	Must be medically certified as disabled Must be financially supported by the employee and spouse
	Document Options for Verifying Eli Government Issued Birth Certificate, ( Last 2 Years (Claiming Child)	-	ment of Legal Custody and <u>Federal Tax Return</u> within
GC	Grandchild	Up to age 26	Must be your grandchild  Must be legally adopted by the employee and spouse or granted court ordered legal guardianship
		Certificate, Parent G	overnment Issued Birth Certificate, <u>Federal Tax</u> t Ordered Document of Legal Custody
DG	Disabled Grandchild	Up to age 26	Must be medically certified as disabled  Must be financially supported by the employee and spouse
	Document Options for Verifying Eli Dependent Government Issued Birth ( Return Within Last 2 Years Claiming (	Certificate, Parent G	overnment Issued Birth Certificate, and Federal Tax
FC	Foster Child	Up to age 26	Must be your foster child
_	Document Options for Verifying Eligibility: Foster Care Letter of Placement		
QM	Qualified Medical Support Order	Up to age 26	Qualified Medical Child Support Order must be ordered for the employee or spouse
	Document Options for Verifying Eligibility:  Qualified Medical Child Support Order (must be ordered for the employee or spouse)		

The above benefit descriptions describe the plan(s) generally, and in summary form only. In the event of a conflict between what is stated in this document and the governing plan document(s), the plan document(s) will control.



## **List of Acceptable Alternative Documentation**

Below is a list of acceptable documents required to verify your dependent(s). For all spouse verifications, at least two forms of documentation are required. One document to verify relationship initially existed (proof of relationship) and the second to verify the relationship still exists (e.g., proof of joint ownership).

If you have any questions please review the audit documentation examples on the pages below or call the Dependent Verification Center at (888) 375-2367. Representatives are available to assist Monday through Friday from 8:30 a.m. to 5:30 p.m. Central time.

or rental/lease agreement dated within the last 6 months

*Indicates primary requested document, printed on letters
Proof of Relationship – Common Law  *Affidavit of common law marriage
Proof of Relationship – Domestic Partner  *Affidavit of domestic partnership
Proof of Relationship - Marriage *Government issued marriage certificate Naturalization papers indicating marital status and additional proof of financial dependency and/or residency Naturalization records and an additional proof of joint ownership may be accepted in lieu of a foreign marriage certificate Immigration papers indicating "married" status plus an additional proof of joint ownership
Proof of Relationship - Parent-Child  *Government issued birth certificate showing the child's parent(s) and child's date of birth  Note: Step-child birth certificate must list the participant's spouse as parent  Note: Grandchild's birth certificate must accompany the child's parent's birth certificate  Paternity test showing child's parent(s) (date of birth must be listed)  Court decree listing the child's parents (date of birth must be listed)
Proof of Adoption *Court approved adoption papers or Adoption Placement Agreement and Petition for Adoption
Proof of Legal Custody *Court ordered Documentation of Legal Guardianship
Proof of Joint Ownership  Mortgage statement, credit card statement, bank statement, property tax statement, or rental/lease agreement dated within the last 6 months  Proof of cohabitation provided by participant and spouse (separate mortgage, bank, credit card or property tax statements dated within the last 6 months showing employee and spouse residing in the same household)
Proof of Financial Interdependency/Co-habitation  *Federal tax return within the last two filing years showing "married filing jointly" or "married filing separately" with spouse's name indicated. First page only with Social Security numbers and monetary amounts blacked

\*Proof of joint ownership (mortgage statement, credit card statement, bank statement, property tax statement,

Proof of cohabitation provided by participant and spouse (separate mortgage, bank, credit card or property tax statements dated within the last 6 months showing employee and spouse residing in the same household)



# **Examples of Audit Documentation Requirements**

Please use to these example to help you prepare your documentation. If you have questions, please review the list of dependent audit FAQs or call the Dependent Verification Center at (888) 375-2367.

## **Examples of Audit Documentation**

- Employee covering spouse and children
- Employee covering domestic partner and child
- Employee covering common law spouse and child
- Employee covering spouse, biological child and stepchild
- Employee covering biological child and stepchild
- Employee covering grandchild and legal ward
- Employee covering adopted child, foster child and child with adoption pending
- Example of Texas long-form birth certificate

### **Employee covering spouse and children**

- Employee is Frank Smith
- Jane: Spouse, married in 1993
- Tommy: Child, born in 2000
- Suzy: Child, born in 1995

Name	Type of Dependent	Required Documentation
Jane	Spouse	<ol> <li>Government issued marriage certificate; and</li> <li>2009 or 2010 Federal tax return</li> </ol>
Tommy	Biological child	Government issued, <u>long-form</u> <u>birth certificate</u>
Suzy	Biological child	Government issued, <u>long-form</u> <u>birth certificate</u>

### Employee covering domestic partner and child

- Employee is Frank Smith
- Jane: Spouse, domestic partner since 2003
- Suzy: Child, born to Jane in 1995

Name	Type of Dependent	Required Documentation
Jane	Domestic partner	<ol> <li>Domestic partner affidavit; and</li> <li>Proof of Joint Ownership Issued Within Last 6 Months</li> </ol>
Suzy	Child, born to Jane	Government issued, long-form birth certificate that includes Jane's name



#### Employee covering common law spouse and child

Employee is Frank Smith

Jane: Spouse, common law since 2003

Suzy: Child, born to Jane in 1995

Name	Type of Dependent	Required Documentation
Jane	Common Law Spouse	<ol> <li>Common law affidavit; and</li> <li>Proof of Joint Ownership Issued Within Last 6 Months</li> </ol>
Suzy	Child, born to Jane	Government issued, long-form birth certificate that includes Jane's name

#### Employee covering spouse, biological child and stepchild

Employee is Frank Smith

Jane: Spouse, married in 2003

Tommy: Child, born to Frank in 2000

Suzy: Child, born to Jane in 1995

Name	Type of Dependent	Required Documentation
Jane	Spouse	<ol> <li>Government issued marriage certificate; and</li> <li>Proof of Joint Ownership Issued Within Last 6 Months</li> </ol>
Tommy	Biological child	Government issued, <u>long-form</u> <u>birth certificate</u>
Suzy	Step child	Government issued, <u>long-form</u> <u>birth certificate</u>

### Employee covering biological child and stepchild

Employee is Frank Smith

Jane: Spouse, married in 2003 (not covered under NXP medical plan)

Tommy: Child, born to Frank in 2000

Suzy: Child, born to Jane in 1995

Name	Type of Dependent	Required Documentation
Tommy	Biological child	Government issued, <u>long-form</u> <u>birth certificate</u>



## Suzy

#### Step child

- 1. Government issued marriage certificate; and
- 2. 2009 or 2010 Federal tax return; and
- 3. Government issued, <u>long-form</u> <u>birth certificate</u>

### Employee covering grandchild and legal ward

Employee is Frank Smith

■ Tommy: Grandchild, born to in 2000

Suzy: Child, legal ward to Frank since 1995

Name	Type of Dependent	Required Documentation
Tommy	Grandchild	<ol> <li>Tommy's Government issued, long-form birth certificate; and</li> <li>Tommy's Parent's Government Issued Birth Certificate; and</li> <li>Federal Tax Return Within Last 2 Years Claiming Grandchild</li> </ol>
Suzy	Legal Ward	<ol> <li>Government issued, long-form birth certificate; and</li> <li>Court Ordered Document of Legal Custody</li> </ol>

## Employee covering adopted child, foster child and child with adoption pending

Employee is Frank Smith

Tommy: Adopted child, born to in 2000

Suzy: Foster child since 2010, born in 2004

Billy: Pending adoption, born in 2001

Name	Type of Dependent	Required Documentation		
Tommy	Adopted child	Adoption Certificate		
Suzy	Foster child	<ol> <li>Government issued, <u>long-form</u> <u>birth certificate</u>; and</li> <li>Foster Care Paperwork</li> </ol>		
Billy	Adoption Pending	<ol> <li>Adoption Placement; and</li> <li>Petition for Adoption</li> </ol>		



# Example of Texas long –form birth certificate with parents full names

		VITAL STATIS	STICS UNIT		
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9h MMD II DO II O	NM   Midwife   Other (Specif			ignature and Title	Date Sig
10. Mother's Name Prior  CAROL  13a. Residence - State		Middle  JONES  13c. City, Town o		te of Birth (mm/dd/yyyy) 12	Birthplace (State, Territory or Forei
	TRAVIS  TRAVIS  14. Mailing Address No	AUSTIN		Tour substitutions of	W. (P. A. ) = 1.5 (P. A.)
15. Father's Name  CHRIS  18. Signature of State Regi	First Middle	Last SMITH	Suffix 16. Det	The second second second	Birthplace (State, Territory or Forei
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# Example of updated Federal tax form 1040 with data "blacked out"

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Election Camp	aign	-	neck here if you, or your spouse if filing					-	
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nyn.		-	Programme and the second		Qualifying widow(er) wit	n depend	Boxes checked	161	
Exemption	s	63	Yourself. If someone can claim	you as a dependent, do not o	check box 6a	}	on 6a and 6b		
		ь	Dependents:		ma la Za		No. of children on 6c who:		
		c		(2) Dependent's social security number	(3) Dependent's relationship to you credit inner.	thiid tax	<ul> <li>lived with you</li> </ul>	_	
			(1) First name Last name	has hered and	201901.001	Sage 171	<ul> <li>did not live with you due to divorce</li> </ul>		
If more than fo	cor.		Sara Smith		Daughter	-	or separation (see page 16)		
dependents, s			Sam Smith, Jr.	B 11 12	Son	-	Dependents on 6c	_	
page 17 and	_		-			-	not entered above	-	
check here 🕨		77.54					Add numbers on		
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Income		7	Wages, salaries, tips, etc. Attach Fo	(보기가 이 얼마나, 아이스 아이트의 스스의 (1)		7			
		8a	Taxable interest. Attach Schedule B			8a			
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W-2 here. Also		90	Ordinary dividends. Attach Schedule	Bill required ,		9a			
attach Ferms		ь	Qualified dividends (see page 22)						
W-2G and		10	Taxable refunds, credits, or offsets of	10					
1099-R if tax was withheld.		11	Alimony received	11	Black out all				
was withingly.		12	Business income or (loss). Attach Sc	thedule C or C-EZ	* * * * * * * <u>*</u>	12	monetary		
		13	Capital gain or (loss). Attach Schedu	le D if required. If not require	d, check here 🕨 🔲	13	values	A.	
f you did not get a W-2,		14	Other gains or (losses). Attach Form	14	The state of the s				
see page 22.		15a	IRA distributions . 15a	b Taxa	able amount (see page 24	15b			
		16a	Pensions and annuities 16a	b Taxa	ible amount (see page 25)	16b			
		17	Rental real estate, royalties, partners	thips, S corporations, trusts,	etc. Attach Schedule E	17			
Enclose, but d		18	Farm income or (loss). Attach Sched	Wef		18			
not attach, any payment. Also,		19	Unemployment compensation in exc	cess of \$2,400 per recipient (s	see page 27)	19			
please use		20a	Social security benefits 20a	b Taxa	able amount (see page 27)	20b			
Form 1040-V.		21	Other income. List type and amount	(see page 29)		21			
		22	Add the amounts in the far right colur	nn for lines 7 through 21. This	is your total income >	22		400	
		23	Educator expenses (see page 29) .	23				Т	
Adjusted		24	Certain business expenses of reservists,	performing artists, and		_		П	
Gross			fee-basis government officials. Attach Fo	rm 2106 or 2106-EZ 24		_		П	
Income		25	Health savings account deduction. A	Attach Form 8889 . 25		_		П	
		26	Moving expenses. Attach Form 3900	3 26		_		П	
		27	One-half of self-employment tax. Attach Schedulo SE . 27			_		П	
	28	Self-employed SEP, SIMPLE, and qualified plans 28							
		29	Self-employed health insurance deduction (see page 30) 29						
		30							
		31a	Almony paid b Recipient's SSN ▶						
		32							
		33	IRA deduction (see page 31)						
		34	Tuition and fees deduction. Attach F	TOTAL CONTRACTOR OF THE PARTY O					
		35	Domestic production activities deduction					1.	
						20			
	36	Add lines 23 through 31a and 32 thr		5 5 5 5 5 5 5	36				
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