



DEPENDENT VERIFICATION Required Documents Request

It is our goal to offer attractive employee benefits with the lowest premiums manageable. However, the cost of healthcare is always increasing, which makes it critical that we find ways to cut costs and save money, in order to continue to offer you affordable insurance benefits. One way to control costs is to ensure that all covered dependents are truly eligible to participate in our benefit plans. To do that, we are conducting a dependent eligibility audit to make sure we're not providing insurance to people who don't qualify for coverage.

Please read this letter carefully and provide the requested documents by the end of the workday on Wednesday, December 5th, 2018. If you do not provide the documents described below by the deadline date, your dependent(s) will be terminated from our insurance plan(s).

Currently Covered Dependents

Please list below the dependent(s) you currently have enrolled in our insurance plan(s). Indicate whether the listed individual(s) continue(s) to have dependent status by checking the appropriate Yes or No box. In most cases, divorced former spouses, and children older than 26, will **not** qualify as dependents for eligibility purposes.

Employee Name: _____

Name and relationship of enrolled dependent(s)	Still a dependent in 2019?	
	Yes_____	No_____
	Yes_____	No_____
	Yes_____	No_____
	Yes_____	No_____
	Yes_____	No_____
	Yes_____	No_____
	Yes_____	No_____

Need copy of Marriage license or birth certificates? Order at: <https://www.cdc.gov/nchs/w2w/index.htm>

You may order a copy online for your verification



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Confirming Dependent Status: Acceptable Documents

In order for your dependent(s) to stay enrolled in our insurance plan(s), **you must return this form, along with the appropriate documents listed below.**

- *Legal Spouse:* Marriage license AND the first page of the most recently filed federal tax return (Form 1040) that includes the spouse. If married filing separately, submit the first page of both federal tax returns. For privacy, please black out all financial information. If you haven't been married long enough to file a joint tax return, then just submit your marriage license.
- *Natural Child:* A copy of the child's birth certificate showing the employee as a parent.
- *Adopted Child:* A copy of the child's birth certificate showing the employee as a parent OR court documents showing the completed adoption OR a letter of placement from an adoption agency, an attorney or a state social services department that verifies that the adoption is in progress.
- *Stepchild:* A copy of the child's birth certificate showing the name of the natural parent AND proof that the natural parent and employee are married, as described under "Legal Spouse" above.
- *Foster Child or other Children:* A court order or other legal document placing the child with the employee.
- *Incapacitated Child:* Proof of physical or mental disability, such as a physician's signed statement, AND the proof of relationship described above AND the first page of your federal tax return (Form 1040) to demonstrate that your child is dependent on you. For privacy, please black out all financial information.

If you do not have the required documentation, you may have to pay a fee to receive it from a governmental agency that has the original. This process may take several weeks, so please request your documentation as soon as possible.

Please be sure to submit photocopies of your documents and not the originals, as we need to keep a copy for our files and will not be returning any documents you provide. We will maintain the confidentiality of your documents, and the information provided will be used only to verify eligibility status and will not be used for any other purpose.

If you have any questions about the dependent eligibility audit, or if you are having trouble locating the necessary documents to verify your dependents' eligibility, please contact Human Resources.

How to submit documentation:

Email: cmetternick@superservicellc.com or Fax: 616-588-6391

Upload into PlanSource during enrollment process (call center will not be able to upload)

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