

Required Documents for Dependent Coverage

We have listed the most commonly required supporting documentation for different types of dependent coverage. This list may not be all inclusive. The proof must substantiate the relationship. Contact Human Resources Department for unusual circumstances.

When adding a dependent, date of birth and Social Security Numbers or Taxpayer Identification Number (TIN) must be provided.

Covered Dependent	Verification Documents
Spouse, to whom you are legally married	Prior year IRS 1040 (preferred) OR If married filing separately, prior year IRS 1040, for both employee and spouse, must be presented showing Filing Separately Status. If married in current year, original Marriage Certificate
Birth Child/Step Child (birth to age 26)	Prior year IRS 1040 naming the child as a dependent OR copy of Full Birth Certificate listing parent names
Adopted Child (birth to age 26)	Prior year IRS 1040 naming the child as a dependent OR Adoption Records
Disabled Adult Child (over age 26)	Prior year IRS 1040 naming the child as a dependent or Full Birth Certificate listing parent names AND Social Security Disability Papers
Legal Guardianship/Custody (birth to age 26)	Prior year IRS 1040 naming the child as a dependent AND Court Document appointing employee as legal guardian/custodian

IMPORTANT: Please be prepared to show documents for verification purposes or provide copies, even if you have previously provided these documents to the Human Resources Department. For your information, official documents of birth, marriage and/or death certificates, from anywhere in the United States, may be obtained through www.vitalchek.com or by calling 1-800-255-2414, 8:00 a.m.–8:00 p.m. EST. State document fees and courier fees will apply.