



# Dependent Verification for Benefits



## Steps for Verification:

- 1 Enroll your dependents in UR benefits via Workday within 30 days from your date of hire.
- 2 After you enroll, the United Rentals Dependent Verification Center (URDVC) will send you requests for documentation for enrolled dependents (as noted below).
- 3 Send required dependent documentation to URDVC within 60 days of your enrollment. Order any needed documents promptly after enrollment to avoid delays.

*Note: Dependents not verified within 60 days of these requests will be removed from coverage.*

## Who Do You Need to Verify?

### Spouse or Partner

If you've been married longer than 12 months, two documents are required: one from **Section A** and one from **Section B**. Section B is not required if you've been married less than 12 months.

#### Section A

- Government-Issued Marriage Certificate
- Notarized Affidavit of Common Law Marriage/ Domestic Partnership
- Certificate of Domestic Partnership Registration
- Civil Union Partner Certificate

#### Section B

- Federal Tax Return within last two years listing your spouse: Send only the first page of your prior year Federal Tax Return (Form 1040) that shows your dependents, and black out all financial information and Social Security Numbers.
- Proof of Joint Ownership issued within the last six months (includes mortgage statements, bank statements, credit card statements, rental/lease agreements, or property tax statements with both parties' names as co-owners).

### Child

- **Biological Child:** Government-Issued Birth Certificate; must include all parents' names.
- **Adopted Child:** Government-Issued Birth Certificate OR Adoption Certificate or Placement Agreement, or Petition.
- **Stepchild:** Government-Issued Birth Certificate AND documents to verify spouse as outlined.
- **Legal Guardianship:** Legal documentation from the state court or federal government documenting the legal guardianship status.

### I've Enrolled My Dependents, Now What?



- You will receive login information from the URDVC via your @ur.com email and home address. Then, you can upload your documents online at [digital.alight.com/unitedrentals](https://digital.alight.com/unitedrentals)
- If you misplace your login information, contact the URDVC by phone at **866-828-5876**, or by fax at **877-965-9555**

Representatives are available Monday – Friday from 8:00 am to 8:00 pm EST.