

Dependent Verification for Benefits

What Is Dependent Verification?

Dependent Eligibility Verification is the process used to verify that all dependents enrolled in a group benefit plan are eligible for coverage.

Who Needs to Provide Verification Documents?

Spouse or Partner

Two documents required; one from **Section A** and one from **Section B**.

Section A

- Government-Issued Marriage Certificate (document from section B not required if married in past 12 months).
- Notarized Affidavit of Common Law Marriage/ Domestic Partnership.
- Certificate of Domestic Partnership Registration.
- Civil Union Partner Certificate.

Section B

(**Not required** if marriage occurred in last 12 months; **Required** if you have been married for longer than 1 year).

- Federal Tax Return within last 2 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 SSNs.
- Proof of Joint Ownership issued within the last 6 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 parent names.
- **Adopted Child:** Government-Issued Birth Certificate OR Adoption Certificate or Placement Agreement or Petition.
- **Step-Child:** Government-Issued Birth Certificate AND documents to verify Spouse as outlined previously.
- **Legal Guardianship:** Legal documentation from the state court or federal government documenting the legal guardianship status.

How Do I Submit Verification Documents?

- You can upload your documents online at **www.dependentverification.com/plan-smart-info**, or
- You can contact the Dependent Verification Center by phone at **866-272-7174**, or by fax at **877-965-9555**

  Representatives are available Monday – Friday from 8 a.m. to 8 p.m. Eastern Time.