

MEMORANDUM

To: All Employees

From: HR Benefits

Subject: Documentation Required to Enroll Dependents in Health Benefits

As part of the health benefits enrollment process, it is required to provide specific documentation to verify the eligibility of dependents. To ensure your dependents are properly enrolled in our health benefits plan, please provide the following documentation:

1) Spouse

- a) Prior year's Federal Tax Form that shows the couple was married (First page only, financial information may be blocked out).
 - i) An **Affidavit of Marriage along with the marriage certificate** will be required if your 1040 Filing Status is anything other than "Married Filing Jointly" or "Married Filing Separately."
- b) A marriage certificate will be accepted for newly married couples when filing has not yet been completed for the current tax year

2) Domestic Partner

- a) A Certificate of Registered Domestic Partnership issued by the State of California or a certified copy of the Declaration of Domestic Partnership that includes the dated, signed Secretary of State Certification Stamp. (Enrolling a Domestic Partner may cause the employer's contribution to become taxable.)

3) Children

- a) Legal Birth Certificate or Hospital Birth Certificate (that includes full name of child, parent(s) name, and child's DOB)
- b) Legal Adoption Documentation
- c) Documentation confirming placement of the dependent child with the participant for adoption.

Important Notes:

- Documentation must be submitted with your health enrollment forms by the specified deadline.
- Copies of the documents are acceptable; original documents are not required.
- If you enroll children of a domestic partner, please provide additional documentation as requested.

If you have any questions or need assistance with submitting the required documents, please do not hesitate to contact the HR Benefits department.

Thank you for your cooperation in this matter.