

Dependent Eligibility Verification Audit Required Documents



Dependent being Added	Required Documents
<p>Spouse* – defined as your legally married spouse. Includes same and opposite gender spouses.</p>	<p>One of the following documents:</p> <ul style="list-style-type: none"> ● Page 1 of subscriber’s 1040 from 2016 Federal Income Tax Return** as filed with the IRS, listing the spouse (may be a jointly or separately filed return as long as spouse is listed) <p style="text-align: center;"><u>OR</u></p> <p>Official Marriage Certificate PLUS one of the following to show current joint tenancy:</p> <ul style="list-style-type: none"> ● Proof that subscriber and spouse are both listed on a lease or share the rent of a home (i.e., monthly bill) ● Current billing statement for motor vehicle payment or other financial loan showing subscriber and spouse at the same address ● Designation of the spouse as a primary beneficiary of the subscriber’s life insurance or retirement benefits and listing both the subscriber and spouse at the same address ● Utility bill listing subscriber and spouse at the same address, or two separate utility bills for the same location, one listing the subscriber and one listing the spouse
<p>Biological Child of Subscriber under age 26 – defined as your biological child. Includes child of same sex spouse.</p>	<p>One of the following documents:</p> <ul style="list-style-type: none"> ● Official Birth Certificate with subscriber’s name listed as parent <p style="text-align: center;"><u>OR</u></p> <ul style="list-style-type: none"> ● Page 1 of subscriber’s 1040 from 2016 Federal Income Tax Return** as filed with the IRS, listing the child as a dependent
<p>Adopted Child Under Age 26 – defined as children you have legally adopted, or have been placed with you for adoption or in anticipation of legal adoption.</p>	<p>One of the following documents:</p> <ul style="list-style-type: none"> ● Page 1 of subscriber’s 1040 from 2016 Federal Income Tax Return** as filed with the IRS, listing the child as a dependent <p style="text-align: center;"><u>OR</u></p> <ul style="list-style-type: none"> ● Court documents signed by a judge showing the subscriber has adopted the child ● International adoption papers from country of adoption ● Papers from the adoption agency showing intent to adopt

● For all document types, the dependent’s name listed on the document must match their name as it exists in the eEnroll system.

* Subscribers who were married less than one year as of April 19, 2017, may submit a marriage certificate only.

** Any variation of a 1040 (1040A, 1040EZ, etc.) will suffice as long as it lists the applicable spouse or dependent. Subscribers who have requested an extension to file their 2016 Federal Income Tax Return, may submit a copy of their 2015 1040 along with proof of their 2016 extension request.

Dependent Eligibility Verification Audit Required Documents



Foster Child Under Age 26 – defined as your foster child or child placed with you for foster care.	One of the following documents: <ul style="list-style-type: none"> • Evidence of a legitimate foster child relationship, identifying the foster child by name and setting forth all relevant aspects of the relationship
Stepchild Under Age 26 – defined as your stepchild.	One of the following documents: <ul style="list-style-type: none"> • Page 1 of subscriber’s 1040 from most recent Federal Income Tax Return** as filed with the IRS, listing the stepchild as a dependent <p style="text-align: center;"><u>OR</u></p> <ul style="list-style-type: none"> • Official Marriage Certificate (indicating subscriber is married to spouse) <p style="text-align: center;"><u>AND</u></p> <ul style="list-style-type: none"> • Official Birth Certificate for stepchild with spouse’s name listed as parent
Dependent being Added	Required Documents
Child Under Age 26 for Whom the Subscriber is Court Appointed Guardian – defined as a child for whom the subscriber has become the child’s court-ordered guardian or has been awarded legal and physical custody of the child, pursuant to a valid court order.	The following documents: <ul style="list-style-type: none"> • Page 1 of subscriber’s 1040 from 2016 Federal Income Tax Return** as filed with the IRS, listing the stepchild as a dependent <p style="text-align: center;"><u>AND</u></p> <ul style="list-style-type: none"> • Court documents signed by a judge verifying legal custody of the child
Child Under Age 26 for Whom the Plan has Reviewed a Qualified Medical Child Support Order (QMCSO) – defined as any recognized child(ren) you are required to cover under the Plan due to a Qualified Medical Child Support Order (QMCSO).	One of the following documents: <ul style="list-style-type: none"> • Court documents signed by a judge • Medical support orders issued by a State

• For all document types, the dependent’s name listed on the document must match their name as it exists in the eEnroll system.

* Subscribers who were married less than one year as of April 19, 2017, may submit a marriage certificate only.

** Any variation of a 1040 (1040A, 1040EZ, etc.) will suffice as long as it lists the applicable spouse or dependent. Subscribers who have requested an extension to file their 2016 Federal Income Tax Return, may submit a copy of their 2015 1040 along with proof of their 2016 extension request.