

## Dependent Verification

Relationship	Documentation Requirements
Spouse	<p><u>Two documents are required</u>, one from Section A and one from Section B</p> <p><b><u>Section A</u></b></p> <ul style="list-style-type: none"> <li>• <b>Government-Issued</b> Marriage Certificate</li> </ul> <p><b><u>Section B (Section B not required if married within past 12 months)</u></b></p> <ul style="list-style-type: none"> <li>• <b>Federal Tax Return</b> or Form 8879 within the last 24 months listing both employee and spouse OR</li> <li>• <b>Proof of Joint Ownership</b> issued within the last 6 months includes mortgage statements, bank statements, credit card statements, utility bill, rental/lease agreements or property tax statements. Supporting documents can list both parties' names or separate documents showing matching addresses.</li> </ul>
Child	<ul style="list-style-type: none"> <li>• <b>Biological Child:</b> <b>Government-Issued</b> Birth Certificate listing parents' names</li> <li>• <b>Adopted Child:</b> Finalized Court Order or Adoption Certificate/Placement Agreement</li> <li>• <b>Stepchild:</b> <b>Government-Issued</b> Birth Certificate AND Section A and Section B documents to verify spouse, if applicable.</li> <li>• <b>Foster Child:</b> <b>Government-Issued</b> Birth Certificate and Foster Care Paperwork</li> <li>• <b>Legal Ward:</b> <b>Government-Issued</b> Birth Certificate AND Court Ordered Document of Guardianship</li> <li>• <b>Disabled Child:</b> <b>Government Issued</b> Birth Certificate listing parents' names</li> </ul> <p>Note: Hospital certificate will be accepted if child is less than 6 months.</p>
Domestic Partner	<p><b>Required Documentation</b> – Three documents are required, one from <b>Section A</b> and two from <b>Section B</b>.</p> <p><b><u>Section A:</u></b> Domestic Partner Affidavit signed.</p> <p><b><u>Section B:</u></b> Two (2) of the below documents.</p> <ul style="list-style-type: none"> <li>• <b>Federal Tax Return</b> or Form 8879 within the last 24 months listing both employee and spouse OR</li> <li>• <b>Proof of Joint Ownership</b> issued within the last 6 months includes mortgage statements, bank statements, credit card statements, utility bill, rental/lease agreements or property tax statements. Supporting documents can list both parties' names or separate documents showing matching addresses.</li> </ul>

Common Law Spouse*	<p><b>Required Documentation</b> – Three documents are required, one from <b>Section A</b> and two from <b>Section B</b>.</p> <ul style="list-style-type: none"> <li>• <b><u>Section A</u></b>: Affidavit of Common Law Marriage signed and notarized.</li> <li>• <b><u>Section B</u></b>: Two (2) of the below documents. <ul style="list-style-type: none"> <li>○ Informal Marriage Certificate or Commitment Ceremony Certificate</li> <li>○ Federal 1040 Tax Return or Form 8879 within the last 24 months listing both names.</li> <li>○ Proof of Joint Ownership issued within the last 6 months includes mortgage statements, bank statements, credit card statements, utility bill, rental/lease agreements or property tax statements. Supporting documents can list both parties' names or separate documents showing matching addresses.</li> </ul> </li> </ul>
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\*Common Law Marriage States – Alabama, Colorado, Georgia, Idaho, Iowa, Kansas, Montana, Ohio, Oklahoma, Pennsylvania, Rhode Island, South Carolina, Texas, Utah, Washington D.C.

**Note:** Please redact or use a sharpie to black out SSN and earnings information from tax documents and any confidential information on other statements.