

Dependent Verification

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

Common Law Spouse*	<p>Required Documentation – Three documents are required, one from Section A and two from Section B.</p> <ul style="list-style-type: none">• Section A: Affidavit of Common Law Marriage signed and notarized.• Section B: Two (2) of the below documents.<ul style="list-style-type: none">○ Informal Marriage Certificate or Commitment Ceremony Certificate○ Federal 1040 Tax Return or Form 8879 within the last 24 months listing both names.○ 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.
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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.