

Eligible Dependents and Required Documentation

Documentation Required for Verifying Dependents

To Verify Your Dependent	Documentation Options for Verifying Eligibility
Spouse	Submit a copy of one of the following: <ul style="list-style-type: none">• Marriage Certificate• Most Recent Tax Return showing joint filing status
Common Law Spouse	Submit a Common Law Spouse Affidavit ¹ AND one of the following: <ul style="list-style-type: none">• Common Law Marriage Certificate• Most Recent Tax Return showing joint filing status
Domestic Partner	Submit a Domestic Partnership Affidavit ¹ AND one of the following: <ul style="list-style-type: none">• A joint mortgage or lease• Joint ownership of a motor vehicle, checking account or credit account• Designation of you or your domestic partner as a beneficiary under the other partner's life insurance or retirement plan• Designation of you or your domestic partner as the primary beneficiary in your or your domestic partners will, durable property and health care powers of attorney
Child / Child(ren) of Domestic Partner	Submit a copy of one of the following that includes the name of Employee and/or Verified Spouse, Common Law Spouse or Domestic Partner on: <ul style="list-style-type: none">• A Birth Certificate• A hospital Birth Record• Adoption Certificate• Documentation of Legal Custody Guardianship• Most recent Federal Tax Return• Certification of Tax Status ²

¹ Contact Employee Services

² If the Certification of Tax Status form is not returned, the domestic partner and any children of the employees' domestic partner will be treated as a non-qualified tax dependent. The employee will be taxed on the cost of the coverage for which the employee has enrolled the dependents.

IMPORTANT NOTES

Vital Records Request: It can take 4-8 weeks for vital records to be processed in some states and counties. Order your documentation early in the verification process to ensure receipt.

Photocopying Vital Records: Some states and county clerk offices prohibit the copying of vital records (e.g. Florida, Pennsylvania, Wisconsin, etc.). Dependents in these states should request a non-certified vital record for the verification.

See page 2 for Documentation Required for Verifying Life Events

need
help?

The Employee Services Team is a call or click away.
Call **877.262.8050** or email employeeservices@cmc.com

Documentation Required for Verifying Life Events

To Verify Your Life Event	Documentation Options for Verifying Eligibility
Adoption / Placement of Child	Legal documents stating adoption or legal custody
Did you have a baby?	Birth Certificate or Official Hospital Birth Record
Did you get married?	Marriage Certificate
Did you lose benefit eligibility elsewhere?	Official letter from employer or insurance provider indicating individual(s) who was / were covered, and date coverage ended (Life Event Date should match the coverage elsewhere ended)
Did you gain benefit eligibility elsewhere?	Official letter from employer or insurance provider indicating individual(s) who is / are covered, and date coverage began (Life Event Date should match the coverage elsewhere began)
Did your spouse lose coverage elsewhere?	Official letter from employer or insurance provider indicating individual(s) who was / were covered, and date coverage ended (Life Event Date should match the coverage elsewhere ended)
Did you terminate your Domestic Partnership	Affidavit of Termination of Domestic Partnership

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