

HOW DO I VERIFY MY DEPENDENTS?

STEP 1: Review the list of the dependents you have enrolled and match each of them to a dependent type listed in the “Eligibility Rules and Documentation Required” section.

STEP 2: For each dependent type you will find the eligibility requirements and a list of document options required to verify that particular dependent type.

STEP 3: Once you have matched your dependents to dependent types, gather all the necessary documents and submit them to the Aon Hewitt Dependent Verification Center by:

Online Upload: www.yourdependentverification.com/plan-smart-info

Secure Fax: 1-877-965-9555

Mail: Aon Hewitt Dependent Verification Center, P.O. Box 1414, Lincolnshire, IL 60069-1414

If you have questions or need assistance, please call the Aon Hewitt Dependent Verification Center at 1-800-725-5810. Representatives are available Monday through Friday, from 5 a.m. to 8 p.m. Pacific Time.

DOCUMENTATION REQUIREMENTS AND THINGS TO REMEMBER

- **SEND COPIES ONLY! Do not send original documents.**
- Only send the first page of your federal tax return (Form 1040) that shows your dependents.
- Black out all monetary amounts appearing on the first page of your federal tax return (example: earnings listed on your 1040).
- Black out Social Security numbers appearing on any documents submitted.
- Documents proving joint ownership are: mortgage statements, credit card statements, bank statements, property tax statements and current, non-expired residential leasing agreements listing both parties' names as co-owners. *The joint ownership may be established prior to the current year; however, the statement provided must be issued within the last six months, or still current if a residential lease.*
- Proof of marriage must be a government-issued marriage license or marriage certificate including the date of your marriage. Church-issued certificates are NOT acceptable.
- Birth certificates must be government-issued birth certificates listing parent names. Hospital-issued certificates are NOT acceptable.

VITAL RECORDS REQUEST: If you need to request vital records (birth or marriage certificates) from a state or local public records office, please order your documentation early in the verification process to ensure timely receipt. Some state and county offices can take several weeks to issue a vital record.

PHOTOCOPYING VITAL RECORDS: If photocopying of your vital record is prohibited, we recommend that you obtain the non-certified vital record and submit your documentation via the United States Postal Service.

BIRTH CERTIFICATES LISTING PARENT NAMES: Short form government-issued birth certificates that do not contain parent names are NOT acceptable. Please obtain the long form that includes the parent names (the same used to obtain a passport).

ELIGIBILITY RULES AND DOCUMENTATION REQUIRED

Below is a list of eligibility rules and documents required to verify the eligibility of each dependent. In some cases, at least TWO forms of documentation are required. Please read carefully.

ID	Dependent Type	Age	Eligibility Requirements
LS	Legal Spouse	N/A	<ul style="list-style-type: none"> Your husband or wife under state or federal law

Document Options for Verifying Eligibility:

Government Issued Marriage Certificate and Federal Tax Return Within Last 2 Years Listing Spouse

OR

Government Issued Marriage Certificate and Proof of Joint Ownership Issued Within Last 6 Months

OR

Government Issued Marriage Certificate Only (if married within the last 12 months)

DP	Domestic Partner	Age 18 and over	<p>Your domestic partner, documented by the City's Affidavit of Domestic Partnership, which requires that both of you:</p> <ul style="list-style-type: none"> Share the same regular and permanent residence; Have a close personal relationship; Are jointly responsible for "basic living expenses" as defined by the group; Are not married to anyone; Are each 18 years of age or older; Are not be related by blood closer than would bar marriage in the State of Washington; Were mentally competent to consent to contract when the domestic partnership began; and Are each other's sole domestic partner and be responsible for each other's common welfare.
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Document Options for Verifying Eligibility:

Proof of Joint Ownership Issued Within Last 6 Months

NOTE: A copy of the City's Affidavit of Domestic Partnership is NOT required. If the above are not available, contact the Aon Hewitt Dependent Verification Center for Alternate documentation.

BC	Biological/Adopted Child	Up to age 26	<ul style="list-style-type: none"> Must be your biological/adopted child
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Document Options for Verifying Eligibility:

Government Issued Birth Certificate (including parents' names)

OR

Adoption Certificate (including child's date of birth)

OR

Adoption Placement Agreement (including child's date of birth) or Petition for Adoption (including child's date of birth)

Note: If your child is covered under a Qualified Child Medical Support Order, please review the next page.

ID	Dependent Type	Age	Eligibility Requirements
DBC	Disabled Biological/Adopted Adult Child	Age 26 and over	<ul style="list-style-type: none"> • Must be your biological/adopted child • Must be medically certified as disabled prior to age 26 • Must be financially supported by you
<p>Document Options for Verifying Eligibility: Government Issued Birth Certificate (including parents' names) and Federal Tax Return Within Last 2 Years Claiming Child OR Adoption Certificate (including child's date of birth) and Federal Tax Return Within Last 2 Years Claiming Child</p>			
QM	Qualified Medical Support Order	Up to age 26	<ul style="list-style-type: none"> • Qualified Medical Child Support Order as ordered by the court
<p>Document Options for Verifying Eligibility: Qualified Medical Child Support Order</p> <p>Note: If you do not have a copy of the court order, please contact the Aon Hewitt Dependent Verification Center for assistance.</p>			
SC	Step-Child	Up to age 26	<ul style="list-style-type: none"> • Must be your spouse's child
<p>Document Options for Verifying Eligibility: Government Issued Birth Certificate (including parents' names), Government Issued Marriage Certificate, and Federal Tax Return Within Last 2 Years Listing Spouse OR Government Issued Birth Certificate (including parents' names) and Government Issued Marriage Certificate (if married within the last 12 months) OR Government Issued Birth Certificate (including parents' names), Government Issued Marriage Certificate, and a Proof of Joint Ownership Issued Within Last 6 Months</p>			
DS	Disabled Adult Step-Child	Age 26 and over	<ul style="list-style-type: none"> • Must be your spouse's child • Must be medically certified as disabled prior to age 26 • Must be financially supported by you
<p>Document Options for Verifying Eligibility: Government Issued Birth Certificate (including parents' names), Government Issued Marriage Certificate, and Federal Tax Return Within Last 2 Years Listing Spouse & Claiming Child OR Government Issued Birth Certificate (including parents' names), Government Issued Marriage Certificate, Proof of Joint Ownership Issued Within Last 6 Months, and Federal Tax Return Within Last 2 Years Claiming Child</p>			
DPC	Domestic Partner Child	Up to age 26	<ul style="list-style-type: none"> • Must be your domestic partner's child
<p>Document Options for Verifying Eligibility: Government Issued Birth Certificate (Including parents' names) and Proof of Joint Ownership Issued Within Last 6 Months</p>			

ID	Dependent Type	Age	Eligibility Requirements
DPD	Domestic Partner Disabled Adult Child	Age 26 and over	<ul style="list-style-type: none"> • Must be your domestic partner's child • Must be medically certified as disabled prior to age 26 • Must be financially supported by you
<p>Document Options for Verifying Eligibility: Government Issued Birth Certificate (Including parents' names), Proof of Joint Ownership Issued Within Last 6 Months, and Federal Tax Return Within Last 2 Years Claiming Child</p>			
LW	Legal Ward	Up to age 26	<ul style="list-style-type: none"> • Must be your legal ward as ordered by the court
<p>Document Options for Verifying Eligibility: Government Issued Birth Certificate and Court Ordered Document of Legal Custody</p>			
DW	Disabled Adult Legal Ward	Age 26 and over	<ul style="list-style-type: none"> • Must be your legal ward as ordered by the court • Must be medically certified as disabled prior to age 26 • Must be financially supported by you
<p>Document Options for Verifying Eligibility: Government Issued Birth Certificate, Court Ordered Document of Legal Custody, and Federal Tax Return Within Last 2 Years Claiming Child</p>			