

**FOR EMPLOYEES COVERING DEPENDENTS UNDER CITY INSURANCE
VERIFICATION DOCUMENTS MUST BE RETURNED TO HUMAN RESOURCES WITHIN 2 WEEKS OF
YOUR ORIENTATION DATE.**

Verification Documents

Here is a summary of the required, official, legal documents you must submit to verify the eligibility of your dependents for insurance coverage.

Required Documents for Your Spouse

Legal Spouse (Physically Separated)	<ul style="list-style-type: none"> • Submit the first page of your 2022 Form 1040 Federal Tax Return showing a married filing status... • <u>OR</u> two joint financial statements (dated within the past 60 days) showing you and your spouse at the same address AND your marriage certificate.
Legal Separation	<ul style="list-style-type: none"> • Submit a copy of your Legal Marriage Separation Agreement or Send the first page of your 2022 form 1040 Federal Tax return showing filing status <u>OR</u> two joint financial statements (dated within the past 60 days) showing you and your spouse at the same address AND your marriage certificate.

Note: If you have not filed your 2022 tax return choose option two. If you file separately, send the first page of your and your spouse's tax return. Joint statements can be a bank, credit card, auto loan statement, auto/renter's insurance declaration page, mortgage statement, or utility bill. Statements must be from different institutions.

Documents Needed to Determine Spouse's Eligibility for Health Insurance

IF spouse is Not Eligible for Medical at Work	<ul style="list-style-type: none"> • If your spouse is employed full-time or part-time, and is NOT ELIGIBLE for medical coverage at his/her own workplace then... • You must submit the Employer Verification Form. Note that your spouse's employer must also complete and sign the form (see note).
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Note: Remember the Employer Verification Form has three sections to complete. You answer the questions in Section I. Your spouse's employer completes questions and provides his/her signature in Section II. Finally, in Section III, both you and your spouse sign the Verification Form to certify the accuracy of the statements.

Required Documents for Your Children

Biological Child	<ul style="list-style-type: none"> • Send a government-issued birth certificate, or a divorce decree, child support order, court order, or paternity test. • Employee must be named as the child's parent on the document.
Adopted/Placed Child	<ul style="list-style-type: none"> • Send a government-issued birth certificate, a court-issued adoption agreement, or a state agency adoption placement agreement (depending on the current stage of the adoption). • Employee must be named as child's parent on the legal document.
Stepchild	<ul style="list-style-type: none"> • Send a government-issued birth certificate, or a divorce decree, child support order, court order, or paternity test showing your spouse as parent. • Also send additional documents verifying your current marriage to the child's parent: 2022 tax return OR two current joint financial statements AND marriage certificate.
Grandchild, Niece/Nephew, Brother/Sister, Other Child Type	<ul style="list-style-type: none"> • Send letters of legal guardianship or legal custody for a grandchild or other type of child under your care. Must be permanent guardianship or permanent custody. • Document must be issued by a court of competent jurisdiction (like family court or probate court). Employee must be named as guardian or custodian. • If guardianship or custody is in your spouse's name, you must verify your current marriage with a 2022 tax return OR two current joint financial statements AND marriage certificate.

Note: Black out all individual financial information, account names, personal income data and Social Security numbers. Send COPIES of your documents ONLY, not originals. Copies are acceptable for verification purposes.