

## Documentation Requirements

The required documentation listed below will be included in the audit selection letters. The documentation required proves relationship. The participant must fax, or mail **a copy** of, the following eligibility documents for each covered dependent. At least **two** forms of documentation are required for most dependents. Participants will be instructed to black out sensitive data as follows:

- Black out Social Security numbers, if they appear on any of your documentation.
- When submitting tax returns, only include the first page. Black out any financial information.
- When submitting bill or account statements, black out any account numbers.

Dependent	Documentation Required
Spouse	<p>One of the following as proof of your current relationship:</p> <ul style="list-style-type: none"> <li>■ Most recent joint federal tax return if filing jointly (first page only)<sup>1</sup>, or</li> <li>■ Both spouses' federal tax returns if married but filing separately (first page only),<sup>1</sup> or</li> <li>■ Copy of tax confirmation notice(s) if filed online</li> </ul> <p><b>AND</b></p> <p>One of the following as proof of marriage:</p> <ul style="list-style-type: none"> <li>■ Marriage certificate, or</li> <li>■ Church/justice of the peace marriage certificate</li> </ul> <p>If unable to provide marriage certificate (above), please provide <b>one</b> of the following <b>in addition to the tax return</b> (must include your name and your spouse's name):</p> <ul style="list-style-type: none"> <li>■ Documentation of joint ownership of residence, or</li> <li>■ Documentation of joint tenants on lease of residence, or</li> <li>■ Copy of both driver's licenses reflecting the same address, or</li> <li>■ Current bank/credit card statement (within the past 12 months) with both names, or</li> <li>■ Current utility bill (within the past 12 months) with both names, or</li> <li>■ Automobile title or registration showing joint ownership, or</li> <li>■ Current loan note or payment coupon demonstrating joint obligation of the loan (within the past 12 months)</li> </ul>

<sup>1</sup> Tax return must indicate tax year, employee name, and spouse name. Tax return is not required if you were married this calendar year.

Dependent	Documentation Required
Common-Law Spouse	<p>One of the following as proof of your current relationship:</p> <ul style="list-style-type: none"> <li>■ Most recent joint federal tax return if filing jointly (first page only)<sup>2</sup>, or</li> <li>■ Both spouses' federal tax returns if married but filing separately (first page only)<sup>1</sup>, or</li> <li>■ Copy of tax confirmation notice(s) if filed online.</li> </ul> <p><b>AND</b></p> <p>One of the following as proof of marriage:</p> <ul style="list-style-type: none"> <li>■ Documents demonstrating fulfillment of state requirements for common law marriage, or</li> <li>■ Documentation of joint ownership of residence, or</li> <li>■ Documentation of joint tenants on lease of residence</li> </ul> <p>If the state in which you established your common law marriage no longer recognizes common law marriage, you must also provide an affidavit from the state showing that your marriage was established before the state law was changed.</p> <p>If unable to provide proof of marriage (above), please provide <b>one</b> of the following <b>in addition to the tax return</b> (each must include your name and your spouse's name):</p> <ul style="list-style-type: none"> <li>■ Copy of both driver's licenses reflecting the same address, or</li> <li>■ Current bank/credit card statement (within the past 12 months) with both names, or</li> <li>■ Current utility bill (within the past 12 months) with both names, or</li> <li>■ Automobile title or registration showing joint ownership, or</li> <li>■ Current loan note or payment coupon demonstrating joint obligation of the loan (within the past 12 months)</li> </ul>

<sup>2</sup> Tax return must indicate tax year, employee name, and spouse name. Tax return is not required if you were married this calendar year.

Dependent	Documentation Required
<p><b>Child under age [19]</b> age is defined as of 07/29/2009</p>	<p>One of the following as proof of initial relationship:</p> <ul style="list-style-type: none"> <li>■ Birth certificate* for biological children showing you as the parent , or</li> <li>■ Documentation on hospital letterhead indicating birth date of child (for biological children), showing you as a parent (acceptable only for children under 6 months of age), or</li> <li>■ Court papers for children adopted or placed for adoption, or</li> <li>■ Court papers demonstrating legal guardianship or custodianship for court-appointed children, or</li> <li>■ Paternity test (must list father), or</li> <li>■ Visa/passport (must list parent's name), or</li> <li>■ Baptismal certificate (must list parent's name)</li> </ul> <p><b>AND</b></p> <p>One of the following as proof of age (<b>only</b> if proof of initial relationship, above, doesn't include birth date or employee name), such as:</p> <ul style="list-style-type: none"> <li>■ Child's driver's license or other government records, or</li> <li>■ Participant's federal tax return listing the child as a dependent, or</li> <li>■ Child's federal tax return (first page only), or</li> <li>■ State-issued Birth Registration Card, or</li> <li>■ Signed, official notice from the City Clerk's office documenting date of birth (must include city seal).</li> </ul> <p>* a copy of the birth certificate--or alternative documentation if photocopying is illegal in that State</p>
<p><b>Child, age 19 to [25]</b> age is defined as of 07/29/2009</p>	<p>Same documentation requirements as for a child under age 19 (see above)</p> <p><b>AND</b></p> <p>Proof of full-time student status (showing at least 12 credits per term) for the current term, or the most recently completed term (if between terms), such as:</p> <ul style="list-style-type: none"> <li>■ School transcript, or</li> <li>■ Letter from school registrar on school letterhead, or</li> <li>■ College schedule, or</li> <li>■ Tuition bill</li> </ul> <p><b>AND</b></p> <p>If the school's definition of full-time status is <b>less</b> than 12 credits, documentation of their full-time requirement on school letterhead.</p>

Dependent	Documentation Required
<p><b>Stepchild under age 19</b> age is defined as of 07/29/2009</p>	<p>One of the following as proof of initial relationship between your spouse and your stepchild:</p> <ul style="list-style-type: none"> <li>■ Birth certificate* showing your spouse as the child's parent, or</li> <li>■ Documentation on hospital letterhead indicating birth date of child, showing your spouse as parent (acceptable only for children under 6 months of age), or</li> <li>■ Paternity test (must list your spouse as father), or</li> <li>■ Visa/passport (must list your spouse as parent), or</li> <li>■ Baptismal certificate (must list your spouse as parent)</li> </ul> <p><b>AND</b></p> <p>One of the following as proof of age (<b>only</b> if proof of initial relationship, above, doesn't include birth date), such as:</p> <ul style="list-style-type: none"> <li>■ Child's driver's license or other government records, or</li> <li>■ Passport, or</li> <li>■ State-issued Birth Registration Card, or</li> <li>■ Signed, official notice from the City Clerk's office documenting date of birth (must include city seal).</li> </ul> <p><b>AND</b></p> <p>Proof of your marriage with the child's parent (see Spouse section above).</p> <p>* a copy of the birth certificate--or alternative documentation if photocopying is illegal in that State</p>
<p><b>Stepchild age 19 to [25]</b> age is defined as of 07/29/2009</p>	<p>Same documentation requirements as for a stepchild under age 19 (see above)</p> <p><b>AND</b></p> <p>Proof of full-time student status (showing at least 12 credits per term) for the current term, or the most recently completed term (if between terms), such as:</p> <ul style="list-style-type: none"> <li>■ School transcript, or</li> <li>■ Letter from school registrar on school letterhead, or</li> <li>■ College schedule, or</li> <li>■ Tuition bill</li> </ul> <p><b>AND</b></p> <p>If the school's definition of full-time status is <b>less</b> than 12 credits, documentation of their full-time requirement on school letterhead.</p>