

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 Required Documentation" 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 the listed dependent types, gather all the necessary documents and submit them to the Alight Dependent Verification Center by:

Online Upload: <https://digital.alight.com/cityofseattle/>

Secure Fax: 1-877-965-9555

Mail: Alight Dependent Verification Center, P.O. Box 299106, Lewisville, TX 75029-9106

If you have questions or need assistance, please call the Alight Dependent Verification Center at **1-866-390-7043**. Representatives are available Monday through Friday, from 5 a.m. to 8 p.m. Pacific Time. Language Line services are available if you prefer to talk with someone in a language other than English.

DOCUMENTATION REQUIREMENTS AND THINGS TO REMEMBER

SEND COPIES ONLY! Do not send original documents.

Federal Tax Return: Only send the first page of your federal tax return (Form 1040) that shows your dependents. Blacken out Social Security numbers and all monetary amounts appearing on the first page of your federal tax return (example: earnings listed on your 1040). See sample tax form on page 11.

Proof of Financial Partnership: Documents proving joint ownership must show both individual's names. Examples of acceptable types are: mortgage statements, credit card statements, bank statements, investment account statements, property tax statements and current, non-expired residential leasing agreements listing both parties' names as co-lesors. *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.*

Blacken out Social Security numbers and monetary amounts appearing on any documents submitted.

Proof of marriage: This must be a government-issued marriage license or marriage certificate including the date of your marriage. Church-issued certificates are NOT acceptable.

Birth certificate: This must be government-issued birth certificate 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.

	Dependent Type	Age	Eligibility Requirements
LS	Legal Spouse	N/A	Your husband or wife under state or federal law

Document Options for Verifying Eligibility:

· Government Issued Marriage Certificate including date of marriage or Government Issued Marriage License and Federal Tax Return Within Last 2 Years Listing Spouse

OR

· Government Issued Marriage Certificate including date of marriage or Government Issued Marriage License and Proof of Financial Partnership Issued Within Last 6 Months

OR

· Government Issued Marriage Certificate including date of marriage or Government Issued Marriage License Only (if married within the last 12 months)

CLS	Common Law Spouse	Age 18 and over	• Your common law spouse under state law
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Document Options for Verifying Eligibility:

· Affidavit of Marriage and Proof of Financial Partnership Issued Within Last 6 Months

OR

· Affidavit of Marriage and Federal Tax Return Within Last 2 Years Listing Spouse

OR

· Affidavit of Marriage Only (if relationship established within last 12 months)

Note: Please submit a copy of the Affidavit of Marriage that you have already provided to City Human Resources

	Dependent Type	Age	Eligibility Requirements
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.

Document Options for Verifying Eligibility:

- Affidavit of Domestic Partnership and Proof of Financial Partnership Issued Within Last 6 Months

OR

- Affidavit of Domestic Partnership and Federal Tax Return Within Last 2 Years Listing Domestic Partner

OR

- Affidavit of Domestic Partnership (if relationship established within the last 12 months)

Note: Please submit a copy of the Affidavit of Domestic Partnership that you have already provided to City Human Resources.

BC	Biological/Adopted Child	Up to age 26	Must be your biological/adopted child
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Document Options for Verifying Eligibility:

- Government Issued Birth Certificate (including account holder's name as a parent)

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 see next page.

DBC	Disabled Biological/Adopted Adult Child	Age 26 and over	<p>Must be your biological/adopted child</p> <p>Must be medically certified as disabled prior to age 26</p> <p>Must be financially supported by you</p>
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Document Options for Verifying Eligibility:

- Government Issued Birth Certificate (including account holder's name as a parent) 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

	Dependent Type	Age	Eligibility Requirements
QM	Qualified Medical Support Order	Up to age 26	Qualified Medical Child Support Order as ordered by the court
	Document Options for Verifying Eligibility:		
	· Qualified Medical Child Support Order		
	Note: If you do not have a copy of the court order, please contact the Alight Dependent Verification Center for assistance.		
SC	Step-Child	Up to age 26	Must be your spouse's child
	Document Options for Verifying Eligibility:		
	· Government Issued Birth Certificate (including spouse's name listed as a parent), Government Issued Marriage Certificate including date of marriage or Government Issued Marriage License, and Federal Tax Return Within Last 2 Years Listing Spouse		
	OR		
	· Government Issued Birth Certificate (including spouse's name listed as a parent) and Government Issued Marriage Certificate including date of marriage or Government Issued Marriage License (if married within the last 12 months)		
	OR		
	· Government Issued Birth Certificate (including spouse's name listed as a parent), Affidavit of Marriage, and Proof of Financial Partnership Issued Within the Last 6 Months		
	OR		
	· Government Issued Birth Certificate (including spouse's name listed as a parent), Affidavit of Marriage, and Federal Tax Return Within Last 2 Years		
	OR		
	· Government Issued Birth Certificate (including spouse's name listed as a parent), Government Issued Marriage Certificate including date of marriage or Government Issued Marriage License, and a Proof of Financial Partnership Issued Within Last 6 Months		
	OR		
	· Government Issued Birth Certificate (including spouse's name listed as a parent) and Affidavit of Marriage Only (if relationship established within last 12 months)		
	Note: Please submit a copy of the Affidavit of Marriage that you have already provided to City Human Resources.		
OS	Disabled Adult Step-Child	Age 26 and over	Must be your spouse's child Must be medically certified as disabled prior to age 26 Must be financially supported by you
	Document Options for Verifying Eligibility:		
	· Government Issued Birth Certificate (including spouse's name listed as a parent), Government Issued Marriage Certificate including date of marriage or Government Issued Marriage License, and Federal Tax Return Within Last 2 Years Listing Spouse & Claiming Child		
	OR		
	· Government Issued Birth Certificate (including spouse's name listed as a parent), Affidavit of Marriage, Proof of Financial Partnership Issued Within Last 6 Months, and Federal Tax Return Within Last 2 Years Listing Spouse & Claiming Child		
	OR		
	· Government Issued Birth Certificate (including spouse's name listed as a parent), Government Issued Marriage Certificate including date of marriage or Government Issued Marriage License, Proof of Financial Partnership Issued Within Last 6 Months, and Federal Tax Return Within Last 2 Years Claiming Child		

	Dependent Type	Age	Eligibility Requirements
DPC	Domestic Partner Child	Up to age 26	Must be your domestic partner's child
Document Options for Verifying Eligibility:			
·Affidavit of Domestic Partnership, Government Issued Birth Certificate (including partners name listed as a parent) and Proof of Financial Partnership Issued Within Last 6 Months			
Note: Please submit a copy of the Affidavit of Domestic Partnership that you have already provided to City Human Resources.			
OR			
·Affidavit of Domestic Partnership, Government Issued Birth Certificate (including partners name listed as a parent) and Federal Tax Return Issued Within Last 2 Years Claiming Child			
OR			
·Affidavit of Domestic Partnership and Government Issued Birth Certificate (including partners name listed as a parent), if the relationship was established within last 12 months)			
DPD	Domestic Partner Disabled Adult Child	Age 26 and over	Must be your domestic partner's child Must be medically certified as disabled prior to age 26 Must be financially supported by you
Document Options for Verifying Eligibility:			
·Affidavit of Domestic Partnership, Government Issued Birth Certificate (including partners name listed as a parent), Proof of Financial Partnership Issued Within Last 6 Months, and Federal Tax Return Within Last 2 Years Claiming Child			
Note: Please submit a copy of the Affidavit of Domestic Partnership that you have already provided to City Human Resources.			
LW	Legal Ward	Up to age 26	• Must be your legal ward as ordered by the court
Document Options for Verifying Eligibility:			
·Government Issued Birth Certificate and Court Ordered Document of Legal Custody			
OW	Disabled Adult Legal Ward	Age 26 and over	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
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			
<i>The above benefit descriptions describe the plan(s) generally, and in summary form only. In the event of a conflict between what is stated in this document and the governing plan document(s), the plan document(s) will control.</i>			

