

## **Dependent Documentation Requirements**

To insure that health care coverage is in place on July 1, 2009 for newly added dependents or current dependents whose demographic information have been changed or modified, employees are required to provide the following requested documentation:

**Spouse:** a copy of your marriage certificate and most recent federal tax return (financial information can be redacted).

**Natural child:** a copy of your child's birth certificate.

**Step child:** a copy of your child's birth certificate, your marriage certificate and most recent federal tax return (financial information can be redacted).

**Legally adopted child:** a copy of your child's birth certificate and the legal adoption papers

Required documentation must be received by the Benefits Department no later than 5:00 on June 30, 2009. Failure to provide the required documentation by the deadline will result in the dependents being dropped from coverage.

Documents can be faxed to 496-7407.