

DEPENDENT VERIFICATION REQUIREMENTS Submit **COPIES** of **ALL** the proper documents for EACH dependent enrolled in the Plan, **including your name, associate ID, last four digits of SSN, and daytime phone number** via the following options:

- ✓ Email documents at totalbenefits@unitedtexas.com
- ✓ Mail documents to Attn: Benefits Department 7830 Orlando Ave. Lubbock, TX 79423
- ✓ Fax documents to 806-791-6341

SPOUSE – PROOF OF MARITAL STATUS OPTIONS

<p>Marriage Certificate & Proof of Current Joint Financial Dependency</p>	<p>Proof of Current Joint Financial Dependency that includes a copy of one of the following that shows BOTH names on the document:</p> <ul style="list-style-type: none"> - Mortgage statement - Credit card statement - Bank Statement - Utility bill from last 3 months - Rental/lease agreement - Property tax statement from last 12 months - Active auto insurance policy showing one spouse listed as the owner and one as a driver.
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OR

<p>Last Year’s Federal or State Tax Return</p> <p>(1040 Form, e-File Confirmation Page, Tax Preparer’s Summary, Federal Return Recap or Teleflex)</p>	<p>Your tax return showing “married filing jointly” (page 1)</p> <p style="text-align: center;">OR</p> <p>Your tax return showing “married filing separately”. Spouse’s name must appear on form.</p>
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OR

<p>If married in the current calendar year, only a Marriage Certificate is required.</p>

COMMONS LAW/DOMESTIC PARTNER – PROOF OF STATUS OPTIONS

<p>Declaration of Common Law Marriage or Domestic Partner Affidavit AND Proof of Current Joint Financial Dependency</p>	<p>For Proof of Current Joint Financial Dependency, produce a copy of one of the following that shows BOTH names on the document:</p> <ul style="list-style-type: none"> - Mortgage statement - Credit card statement - Bank Statement - Rental/lease agreement - Property tax statement from last 12 months
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PARENT/CHILD (UP TO AGE 26) - PROOF OF RELATIONSHIP OPTIONS*

Natural Born	<p>One of the following documents showing Associate as parent:</p> <ul style="list-style-type: none"> - Birth Certificate Hospital Record/Paternity Test - Divorce Decree (must list dependents names) - Court Child Support Order (must list dependents names) - Report of Birth Abroad of a citizen of United States of America (issued by the Department of State).
Child of Domestic Partner	<p>One of the following documents showing Domestic Partner as parent</p> <ul style="list-style-type: none"> - Birth Certificate Hospital Record Paternity Test - Divorce Decree (must list dependents names) - Court Child Support Order (must list dependents names) - Report of Birth Abroad of a citizen of the United States of America (issued by the Department of State) <p style="text-align: center;">AND</p> <p>Proof of Current Joint Financial Dependency that includes a copy of one of the following that shows BOTH names on the document:</p> <ul style="list-style-type: none"> - Mortgage statement - Credit card statement (current) - Bank Statement - Rental/lease agreement - Property tax statement from last 12 months - Declaration of Domestic Partner Affidavit
Stepchild	<p>One of the following documents showing Associate as parent:</p> <ul style="list-style-type: none"> - Birth Certificate Hospital Record/Paternity Test - Divorce Decree (must list dependents names) - Court Child Support Order (must list dependents names) - Report of Birth Abroad of a citizen of the United States of America (issued by the Department of State) <p style="text-align: center;">AND</p> <p>Proof of Current Joint Financial Dependency that includes a copy of one of the following that shows BOTH names on the document:</p> <ul style="list-style-type: none"> - Mortgage statement - Credit card statement (current) - Bank Statement - Rental/lease agreement - Property tax statement from last 12 months - Declaration of Domestic Partner Affidavit
Legally Adopted	<p>Court-approved adoption papers (with signature or seal), including Adoption Placement Agreement and Petition of Adoption. Must include dependent's name</p>
Legal Guardianship	<p>Court-awarded legal guardianship papers (must list dependent's name) showing: - You have been granted guardianship under state law - You (your spouse) are the child's legal guardian - Your signature or court seal/stamp</p>
Disabled	<p>Proof of parent/child relationship as listed above.</p> <p style="text-align: center;">AND</p> <p>One of the following documents:</p> <ul style="list-style-type: none"> - Disability Certificate from Insurance Carrier – contact medical carrier for forms, to be eligible to continue, disability had to occur before age 26. - Social Security paperwork indicating dependent is currently receiving disability benefits.

*A child's SSN card with the child's name is not acceptable.