



ACCEPTABLE DOCUMENTS FOR DEPENDENT VERIFICATION

Any employee who adds a dependent (spouse and/or child) to the Versiti medical, dental or vision coverage are required to provide documentation which demonstrates that the individual meets Versiti's eligibility criteria for benefits.

The below list is acceptable documentation for the dependent verification process.

SPOUSE

- Federal Tax Return from the last calendar year listing your spouse. Send only the first page of your prior year Federal Tax Return (Form 1040) that shows your dependents, and black out all financial information and Social Security numbers. *This is not required if the marriage occurred in the last 12 months.*

or

- Government Issued Marriage Certificate: Proof of marriage must be a government-issued marriage license or marriage certificate including the date of your marriage. Church-issued certificates are not acceptable.

and

- Proof of joint ownership issued within the last 6 months. Proof of Joint Ownership issued within the last 6 months include mortgage statements, bank statements, credit card statements, rental/lease agreements or property tax statements with both parties' names as co-owners.

CHILD

- Biological Child: Government issued Birth Certificate, must include all employee's name as parent. *For newborns only, you may provide documentation from the hospital with the baby's name and date of birth until their Birth Certificate is available.*
- Adopted Child: Government issued Birth Certificate or Adoption Certificate or Placement Agreement of Petition; must include employee's name.
- Step-Child: Government issued Birth Certificate AND documents to verify your spouse as outlined above. Birth certificates must be government issued and must include the eligible spouse's name.
- Legal Guardianship: Legal documentation from the state or federal government documenting the legal guardianship status.

Please note that if any required documentation is not in the English language, you will be responsible for also providing a notarized translation in addition to a copy of the original document.

Dependent verification documentation must be submitted through Dayforce within 31 days of your date of hire or within 30 days of your qualifying life event.