



Dependent Verification Fax Cover Sheet

To:
Benefits Dept.

Date:

From:
Name:

Fax: 806-791-6341

Team Member Number:

Number of Pages

Comments:

CONFIDENTIAL

Adding a dependent?

You may enroll your dependent(s) on the benefit plan(s) during annual enrollment or for a qualifying event. To qualify for coverage on your **newly added** dependent, you must provide documentation to prove the person(s) enrolled are your legal dependents.

ELIGIBLE DEPENDENTS

Eligible dependents are defined as (but not limited to):

- Your legal spouse
- Dependent Children
 - To be a dependent child, the child must be under the age of 26 and one of the following:
 - Your biological child;
 - Your adopted child or a child placed with you for adoption; or
 - Your stepchild, meaning your spouse's adopted or biological child or child placed for adoption with your spouse

To verify dependents, we need one of the following within 30 days of the qualifying event date:

Spouse: copy of the marriage license or federal tax return for the prior year if filed jointly - **ALL SPOUSES MUST COMPLETE THE WORKING SPOUSE SURCHARGE DECLARATION**

Dependent children: birth certificates, court documents for legal guardianship, adoption certificates

Step-children: birth certificates, court documents for legal guardianship, adoption certificates. Will also need to send in verification of home address.

Please fax the documents to 806-791-6341. Please include your team member number and name. You may also mail them or place them in the drop to Attn: Benefits, 7830 Orlando Ave. Lubbock, TX 79423