For Your Spouse Submit the following:
- Copy of marriage certificate (not license)
  OR
- Copy of previous year federal tax return (1040, 1040A, 1040EZ) as listed with the IRS (SUBMIT FRONT PAGE AND SIGNATURE PAGE ONLY)
  OR
- Copy of previous year federal tax return (1040, 1040A, 1040EZ) as listed with the IRS (SUBMIT FRONT PAGE AND CERTIFICATE OF ELECTRONIC FILING ONLY)

For Birth, Step, and Legally Adopted Child(ren) Submit the following:
- Copy of birth certificate or amended birth certificate naming the enrollee or enrollee’s spouse as the parent, or adoption papers. OR
- Copy of previous year federal tax return (1040, 1040A, 1040EZ) as listed with the IRS (SUBMIT FRONT PAGE AND SIGNATURE PAGE ONLY) OR
- Copy of previous year federal tax return (1040, 1040A, 1040EZ) as listed with the IRS (SUBMIT FRONT PAGE AND CERTIFICATE OF ELECTRONIC FILING ONLY)

For Court Appointed Dependent Submit all of the following that apply:
- Copy of the court order.

For a Totally and Permanently Disabled Dependent (specifically of dependent past age of 26)
Submit all of the following that apply:
- Physician letter with a Statement of Total and permanently Disability, completed and signed by the dependent’s physician (stamped signature not acceptable).
- Copy of SSI award if eligible.
- Copy of birth certificate or amended birth certificate naming the enrollee as the parent, or adoption papers.

**SOCIAL SECURITY NUMBER & Date of Birth – Affordable Care Act reporting requires the employees, spouses and dependents SSN & DOB.**

We do not need to keep a copy of the card but we do need to see the card or a copy in order to validate the dependent/spouse name & ss number provided on the benefit election.