

Internal Use Only: Status Approved Incomplete Late Termination/Change Date _____ Initials _____

Notes: _____

TO MAKE CHANGES TO YOUR COVERAGE OR TO CHANGE THE INFORMATION IN YOUR HEALTH CARE BENEFIT FILE, YOU MUST PROVIDE THE FOLLOWING DOCUMENTATION (CHECK OFF FORMS TO BE ATTACHED AND SEND COPIES ONLY, NO ORIGINALS):

1. Add spouse due to marriage
 - Marriage Certificate
 - If spouse was previously married, death certificate or divorce decree for prior marriage
 - Spouse's Birth Certificate
 - Spouse's Social Security Card
 - Proof of spouse's other insurance (if covered under employer's plan)
2. Terminate spouse due to divorce
 - Divorce decree
3. Terminate spouse or child due to death
 - Death Certificate
4. Add child - Birth
 - Birth Certificate
 - Social Security Card
5. Add child - Adoption
 - Birth Certificate
 - Adoption Order
 - Social Security Card
6. Add stepchild
 - Birth Certificate
 - Social Security Card
 - Proof of other insurance, if any
 - Additional documentation may be requested if stepchild's custodial parent (employee's spouse) is not added to the plan
7. Change/Update Dependent Status-Handicap
 - Handicapped Dependent Certification Form
 - Tax return showing dependent status
8. Terminate/add dependent due to losing/gaining other coverage.
 - Source of other coverage (is dependent covered as an employee or as a dependent of another person)
 - Proof of date other coverage begins/terminates
 - If *adding* spouse/dependent, Marriage Certificate, Birth Certificate and Social Security Card
9. Waive Coverage
 - Proof of other coverage, including coverage start date
10. Reinstatement from a Waiver
 - Proof of other insurance termination letter, Marriage Certificate, Birth Certificate and Social Security Card

Benefit enrollment requires a birth certificate and social security card as well as marriage certificate for spouse. This represents the acceptable documentation for benefit enrollment, without exception.

IMPORTANT: Retain proof of submission – For Open Enrollment your request must be sent prior to 12/14/2018 11:59 pm CST
Acceptable Proof of submission (1) Email (2) Faxed Confirmation Delivery (3) Certified Mail