

DEPENDENT VERIFICATION DOCUMENTATION

If you are adding NEW dependents (spouse and/or child/ren) to the Medical and/or Dental Plans, you need to bring Dependent Verification documentation to your enrollment.

If the required and complete documentation is not submitted to your enroller at the time of your enrollment, your dependents will not be added to the Plan/s.

Required documents are listed on the “How Do I Verify my Dependents?**” form.**

If you need assistance, please contact TLC Benefit Solutions, Inc. at 877-949-0940.

How Do I Verify my Dependents?

To control expenses and ensure that only eligible dependents are covered under The Langdale Company Employee Benefit Plans, employees are required to verify the eligibility of their dependents. Verification documentation must be received by TLC Benefit Solutions, Inc, **prior to your benefits effective date, if you are a New Hire; within 31 days from a Qualifying Event, if the enrollment is mid-year. For Open Enrollment changes, you must bring required documentation to your Open Enrollment.** Dependents will not be enrolled in coverage until they are determined to be eligible. If verification document is not received prior to the effective date, your dependents will not be enrolled and will not be eligible for the coverage until the next Open Enrollment, or a qualifying event occurs. Below is a list of acceptable verification documents.

ACCEPTABLE DOCUMENT VERIFICATION

- Bring copies *only* – do not bring the originals. We will keep the copies.
- Black out all monetary amounts appearing on tax returns, bank statements, etc.
- Provide the first page of your tax return showing dependents claimed. *Do not bring the entire tax return.*
- Documents proving joint ownership (which may be used in lieu of the tax return) include mortgage statements, credit card statements, bank statements, leasing agreements, property tax statements, etc. The document must contain both the employee's and the spouse's name and current address.
- Government issued marriage license or marriage certificate. The document must contain date of marriage in order to be acceptable.
- State issued birth certificates that include the names of the child's parents.

<u>Dependent Type</u>	<u>Age</u>	<u>Eligibility Requirements</u>	<u>Required</u>
Legal Spouse	NA	Legal opposite sex spouse under the laws of the state of residence	Proof of marriage <u>and</u> last year's federal tax return <u>or</u> proof of joint ownership
Biological Child	Up to age 26	N/A	State issued birth certificate
Disabled Biological Child	Age 26 and Over	Primarily supported by employee, incapable of self-sustaining employment, unmarried	State issued birth certificate, <u>and</u> last year's federal tax return
Stepchild	Up to age 26	N/A	State issued birth certificate, state issued proof of marriage, <u>and</u> last year's federal tax return <u>or</u> proof of joint ownership
Disabled Stepchild	Age 26 and Over	Primarily supported by employee, incapable of self-sustaining employment, unmarried	State issued birth certificate, proof of marriage <u>and</u> last year's federal tax return
Adopted Child or Child placed with the employee for adoption	Up to age 26	N/A	Adoption placement agreement <u>and</u> petition for adoption or adoption certificate only
Disabled Adopted Child	Age 26 and Over	Primarily supported by employee, incapable of self-sustaining employment, unmarried	Adoption certificate <u>and</u> last year's federal tax return
Foster Child	Up to age 26	N/A	State issued birth certificate, court document confirming the foster relationship, <u>and</u> last year's federal tax return
Disabled Foster Child	Age 26 and Over	Primarily supported by employee, incapable of self-sustaining employment, unmarried	State issued birth certificate, court document confirming the foster relationship, <u>and</u> last year's federal tax return
Legal Ward	Up to age 26	N/A	State issued birth certificate <u>and</u> court issued proof of custody
Disabled Legal Ward	Age 26 and Over	Primarily supported by employee, incapable of self-sustaining employment, unmarried	State issued birth certificate, court issued proof of custody, <u>and</u> last year's federal tax return
Qualified Medical Support Order	Up to age 26	Must have valid Qualified Medical Child Support Order	Qualified Medical Child Support Order

If you have questions about the verification process call (877) 949-0940