

West Suburban Health Group (WSHG)

REQUIRED ELIGIBILITY VERIFICATION DOCUMENTS for DEPENDENTS

All Required Documents MUST include date and/or year, employee name, and dependent's name.

FOR OPPOSITE SEX SPOUSE:

A copy of the government issued marriage certificate (church or Justice of the Peace copies are generally not sufficient), **AND**

A copy of the front page of the most recent Federal Tax Return (1040 or 1040A) confirming this dependent is the spouse. The employee should submit only the top portion which includes the name of the employee, spouse and any dependent children as required. The Social Security numbers, as well as any income information should be blacked out.

FOR SAME SEX SPOUSE:

A copy of the government issued marriage certificate (church or Justice of the Peace copies are generally not sufficient), **AND**

A copy of the front page of the most recent state tax return confirming this dependent is the spouse. The employee should submit only the top portion which includes the name of the employee, spouse and any dependent children as required. The Social Security numbers, as well as any income information should be blacked out.

FOR FORMER SPOUSE:

A copy of the divorce decree (Note: only the first page, last page and any pages detailing continuation of health care coverage for the former spouse are required for verification)

FOR CHILDREN/DISABLED DEPENDENTS:

A copy of the child's government issued birth certificate (hospital copy is not sufficient), the long form listing parents' names, **OR** appropriate court order / adoption decree naming the employee or the spouse as the child's legal guardian. Note - for a step-child: If covering a stepchild and the spouse is not a covered dependent, you must also provide documentation of the current relationship to the spouse as requested above.