

Dependent Documentation to Submit

- Please write “for administrative use only” on ALL photocopied documents submitted.
- Marriage licenses and birth certificates must be official/certified.
- To protect your privacy, redact or black out account/financial information and Social Security Numbers.

The following is a list of acceptable documents required to verify the eligibility of your claimed dependent(s).

NOTE: *Submission of vital records may vary by state. If you have any questions, please contact the Total Rewards Team.*

Dependent Relationship	Acceptable Documentation
Legal Spouse	<p>THREE (2 to 3) Documents Required:</p> <ol style="list-style-type: none"> 1. Marriage registration document (Please write “for administrative use only” on ALL official documents). 2. Page 1 of your current federal tax return or extension indicating “married filing status” with both names listed. 3. If “married - filing separately,” submit page 1 of both federal tax returns. If you have not been married long enough to file a joint tax return, only submit a photocopy of your marriage license or certificate.
Natural Child	A birth certificate showing the employee as the parent.
Stepchild (to age 26)	<p>Multiple Documents Required:</p> <p>Documentation showing who the legal parent/guardian of the child is (see appropriate requirement for dependent relationship), and proof that the parent is the current Spouse of the employee</p>
Adopted Child (to age 26)	<p>Submit one of the Following:</p> <ul style="list-style-type: none"> • A birth certificate (long form) showing the employee as parent; or • Court documentation verifying completed adoption; or • A letter of placement from an adoption agency, an attorney or the Department of Social Services, verifying the adoption is in progress.
Foster Child (to age 26)	A court order or other legal document placing the child with the employee or eligible Spouse who is a licensed foster parent.
Disabled Child over the age of 26	<p>Multiple Documents Required:</p> <p>Proof of relationship based on the appropriate child type (see appropriate requirement for dependent relationship) and a copy of page 1 of your federal tax return demonstrating that the child is principally dependent on you, the subscriber, for support and maintenance.</p> <p>Note: <i>Additional verification will be required through the health plan provider</i></p>
Other Dependent Children (to age 26)	For all other children for whom an employee has legal custody, a court order or other legal document granting custody of the child to the employee is required. Documentation must verify the employee has legal guardianship responsibility for the child, not merely financial responsibility.

Eligibility Tip: Mothers, fathers, domestic partners, grandparents, aunts, uncles, brothers, sisters, grandchildren, nephews, nieces, boyfriends and girlfriends, cousins, etc., are almost never eligible dependents. They would need to meet one of the criteria listed above. A former or divorced spouse is not eligible for continued coverage as a dependent under the employee’s benefit programs, even if the court orders the subscriber to provide coverage.

FREQUENTLY ASKED QUESTIONS about the Dependent Eligibility Verification process.

Q: *How will I know that you have received my documents and that all my dependents have been verified?*

A: Upon processing submitted documents, Human Resources will approve your benefit event in Workday, and you will receive a notification via Outlook. Please allow up to 2 full business days for the document submission to be processed. Some unique documents may require additional processing time.

Q: *What if I do not have a copy of my dependent's birth certificate, marriage certificate, etc.?*

A: These documents are good for us all to have on hand, not just for dependent verification. There are several resources available for obtaining the required documentation. We suggest you start with the CDC Vital Records site: <https://www.cdc.gov/nchs/w2w/index.htm> to order documents directly from the issuing authority, such as the County Clerk. Please ORDER documents right away, as standard delivery may take 2-3 weeks depending on your order.

Q: *Will my documents be returned?*

A: Only original documents or certified copies with a note attached requesting they be sent back, will be returned. All other documents submitted to Human Resources will not be returned and will be securely destroyed once the review is complete.

Q: *May I provide my documents to my manager?*

A: No. Your manager is unable to forward your documents to Human Resources. Documents may be submitted via one of several methods:

- Present in person to a member of the Total Rewards Benefit Team
- Mail copies, certified copies, or original documents to P.O. Box 47, Waukesha, WI 53187-0047 or Interoffice to Sara Wilder in Human Resources
 - If you want to send original documents or certified copies, you may provide a note along with your documentation and Human Resources will return your original documents and certified copies to you.
- Fax documents to 262-506-6147
- Email documents to Sara Wilder at swilder@atcllc.com

Q: *How do I know my information will be kept confidential?*

A: ATC values and respects the privacy of its employees and those verifying their loved ones. ATC follows the Health Insurance Portability and Accountability Act (HIPAA) guidelines for any sensitive information. Any documents you provide will only be used to conduct the verification. When the process is completed, any documents you submitted to ATC will be securely destroyed. The documentation will not be retained by ATC. For more information, please visit view the ATC HIPAA Privacy Notice:

<http://portalhome.atc.llc/function/HR/EmployeeBenefits/Benefits/2017%20HIPAA%20Privacy%20Notice.pdf>.

Q: *What if my documents are in a language other than English?*

A: All documents provided to Human Resources for review need to be presented in English. If you have a document(s) in another language, the document will need to be translated at your expense prior to review by Human Resources.

To protect your privacy, redact or black out account numbers, financial information, and Social Security Numbers.