

HOW DO I VERIFY MY DEPENDENTS?

STEP 1: Review the list of the dependents you have enrolled and match each of them to a dependent type listed in the “Eligibility Rules and Documentation Required” section.

STEP 2: For each dependent type you will find the eligibility requirements and a list of document options required to verify that particular dependent type.

STEP 3: Once you have matched your dependents to types, gather all the necessary documents and forward them to the Dependent Verification Center by:

Online Upload: www.resources.hewitt.com/allstate

Secure Fax: 1-877-965-9555

Mail: Dependent Verification Center

P.O. Box 1401

Lincolnshire, IL 60069-1401

If you have questions or need assistance, please call the Dependent Verification Center at 1-888-255-7772. Representatives are available from 7 a.m. to 10 p.m. Central Time, Monday through Friday.

DOCUMENTATION REQUIREMENTS AND THINGS TO REMEMBER

- **SEND COPIES ONLY!**
- Black out Social Security numbers appearing on any documents submitted.
- Only send the first page of your prior year federal tax return (Form 1040) that shows your dependents.
- Black out all monetary amounts appearing on federal tax returns (example: earnings listed on your 1040).
- Documents proving joint ownership are: mortgage statements, credit card statements, bank statements, property tax statements, and current, non-expired residential leasing agreements listing both parties' names as co-owners. *The joint ownership may be established prior to the current year; however, the statement provided must be issued within the last six months, or still current if a residential lease.*
- Proof of marriage must be a government-issued marriage license or marriage certificate including the date of your marriage. Church-issued certificates are NOT acceptable.
- Birth certificates must be government-issued birth certificates listing parent names. Hospital-issued certificates are NOT acceptable.

VITAL RECORDS REQUEST: If you need to request vital records from a state or local public records office, please order your documentation early in the verification process to ensure timely receipt. Some state and county offices can take several weeks to issue a vital record.

PHOTOCOPYING VITAL RECORDS*: If photocopying of your vital record is prohibited, we recommend that you obtain the non-certified vital record and submit your documentation via the United States Postal Service.

BIRTH CERTIFICATES LISTING PARENT NAMES: Short form government-issued birth certificates that do not contain parent names are NOT acceptable. Please obtain the long form that includes the parent names (the same used to obtain a passport).

ELIGIBILITY RULES AND DOCUMENTATION REQUIRED

Below is a list of eligibility rules and documents required to verify the eligibility of each dependent. In some cases, at least TWO forms of documentation are required. Please read carefully.

ID	Dependent Type	Age	Eligibility Requirements
LS	Spouse	N/A	<ul style="list-style-type: none"> Your husband or wife to whom you are legally married
<p>Document Options for Verifying Eligibility: Government Issued Marriage Certificate and Federal Tax Return Within Last 2 Years Listing Spouse OR Government Issued Marriage Certificate and Proof of Joint Ownership Issued Within Last 6 Months OR Government Issued Marriage Certificate Only (if married within the last 12 months)</p>			

DP	Domestic Partner/Civil Union Partner	Age 18 and over	Your same sex or opposite sex partner who meets the following criteria: <ul style="list-style-type: none"> You and your partner have formalized your relationship pursuant to the applicable provisions of state or foreign law, or be in an exclusive committed relationship and intent that the relationship continue indefinitely; You and your partner share the same primary residence and are responsible for each other's welfare and financial obligations for at least 12 months prior to the effective date of coverage, and continue to do so; You and your partner are at least 18 years old and legally capable to enter into a contract; You and your partner are not married to, legally separated from, or in another domestic partner relationship with anyone else; You and your partner are not related by blood or more closely than is permissible for marriage in the state of residence
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Document Options for Verifying Eligibility:

Notarized Affidavit of Domestic Partnership/Civil Union Partnership and Proof of Joint Ownership Issued Within Last 6 Months

ID	Dependent Type	Age	Eligibility Requirements
BC	Biological Child	Up to Age 26	<ul style="list-style-type: none"> • Must be your biological child
<p>Document Options for Verifying Eligibility: Government Issued Birth Certificate (including parents' names)</p>			
DBC	Disabled Biological Child	Age 26 and over	<ul style="list-style-type: none"> • Must be your biological child • Must be enrolled during his or her initial eligibility period, or was covered in the Cafeteria Plan immediately prior to age 26 • Must be continuously enrolled for coverage under the Cafeteria Plan after such age (i.e., coverage does not terminate or end, for whatever reason or length of time, after reaching age 26, as applicable) • Is incapable of self-sustaining employment, as determined by the Plan Administrator
<p>Document Options for Verifying Eligibility: Government Issued Birth Certificate (including parents' names) and Federal Tax Return Within Last 2 Years Claiming Child</p>			
AC	Adopted Child	Up to age 26	<ul style="list-style-type: none"> • A child you have legally adopted or have been placed with you for adoption. "Placement" or being "placed" for adoption in connection with any placement for adoption of a child with any Employee, means the assumption and retention of such Employee of a legal obligation for total or partial support of such child in anticipation of adoption
<p>Document Options for Verifying Eligibility: Adoption Placement Agreement (including child's date of birth) or Petition for Adoption (including child's date of birth) OR Adoption Certificate (including child's date of birth)</p>			

ID	Dependent Type	Age	Eligibility Requirements
DAC	Disabled Adopted Child	Age 26 and over	<ul style="list-style-type: none"> • A child you have legally adopted or have been placed with you for adoption. "Placement" or being "placed" for adoption in connection with any placement for adoption of a child with any Employee, means the assumption and retention of such Employee of a legal obligation for total or partial support of such child in anticipation of adoption • Must be enrolled during his or her initial eligibility period or was covered in the Cafeteria Plan immediately prior to age 26 • Must be continuously enrolled for coverage under the Cafeteria Plan after such age (i.e., coverage does not terminate or end, for whatever reason or length of time, after reaching age 26, as applicable) • Is incapable of self-sustaining employment, as determined by the Plan Administrator

Document Options for Verifying Eligibility:

Adoption Certificate (including child's date of birth) and Federal Tax Return Within Last 2 Years Claiming Child

SC	Step Child/Child of a Domestic Partner/Civil Union Partner/Same Sex Spouse	Up to age 26	<ul style="list-style-type: none"> • Must be your spouse's/partner's child • Must reside with you on a permanent and full-time basis in your household with not in attendance at a secondary school (including a technical/vocational institute which offers a certificate/degree)
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Document Options for Verifying Eligibility:

Government Issued Birth Certificate (including parents' names), Proof of Spouse/Partner Relationship, and Federal Tax Return Within Last 2 Years Listing Spouse/Partner

OR

Government Issued Birth Certificate (including parents' names) and Proof of Spouse/Partner Relationship (if married within the last 12 months)

OR

Government Issued Birth Certificate (including parents' names), Proof of Spouse/Partner Relationship, and a Proof of Joint Ownership Issued Within Last 6 Months

ID	Dependent Type	Age	Eligibility Requirements
DS	Disabled Step Child/Child of a Domestic Partner/Civil Union Partner/Same Sex Spouse	Age 26 and over	<ul style="list-style-type: none"> • Must be your spouse's child • Must reside with you on a permanent and full-time basis in your household with not in attendance at a secondary school (including a technical/vocational institute which offers a certificate/degree) • Must be enrolled during his or her initial eligibility period, or was covered in the Cafeteria Plan immediately prior to age 26 • Must be continuously enrolled for coverage under the Cafeteria Plan under such age (i.e., coverage does not terminate or end, for whatever reason or length of time, after reaching age 26, as applicable) • Is incapable of self-sustaining employment, as determined by the Plan Administrator

Document Options for Verifying Eligibility:

Government Issued Birth Certificate (including parents' names), Proof of Spouse/Partner Relationship, and Federal Tax Return Within Last 2 Years Listing Spouse/Partner & Claiming Child

OR

Government Issued Birth Certificate (including parents' names), Proof of Spouse/Partner Relationship, Proof of Joint Ownership Issued Within Last 6 Months, and Federal Tax Return Within Last 2 Years Claiming Child

LW	Legal Ward	Under age 26	<ul style="list-style-type: none"> • A child for whom you are legal guardian or have legal custody
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Document Options for Verifying Eligibility:

Government Issued Birth Certificate and Court Ordered Document of Legal Custody

DW	Disabled Legal Ward	Age 26 and over	<ul style="list-style-type: none"> • A child for whom you are legal guardian or have legal custody • Must be enrolled during his or her initial eligibility period, or was covered in the Cafeteria Plan immediately prior to age 26 • Must be continuously enrolled for coverage under the Cafeteria Plan under such age (i.e., coverage does not terminate or end, for whatever reason or length of time, after reaching age 26, as applicable) • Is incapable of self-sustaining employment, as determined by the Plan Administrator
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Document Options for Verifying Eligibility:

Government Issued Birth Certificate, Court Ordered Document of Legal Custody, and Federal Tax Return Within Last 2 Years Claiming Child

The above benefit descriptions describe the Plans(s) generally, and in summary form only. In the event of a conflict between what is stated in this document and the governing Plan document(s), the Plan document(s) will control.