

## Dependent Eligibility Verification Requirements

As part of Gates Corporation's ongoing efforts to monitor cost and affordability of our benefit plans, we want to ensure that only eligible dependents are enrolled in these programs. Covering people who are not eligible dependents increases our cost for health coverage, which is directly reflected in the premiums deducted from your paycheck.

**If you have enrolled a dependent in the Gates Corporation healthcare plan(s), you will be asked to provide documentation to prove eligibility.**

A request for documentation will be sent to you at your address of record by Consova, a Benefit Cost Containment firm. Consova is focused on making this necessary process as easy as possible for you; but please understand that if there is not a response from you, this could result in the termination of coverage for your dependent(s). Please be assured and understand that any/all information you provide to Consova is kept secure and confidential, at ALL times.

Upon receipt of information from Consova, you will need to review your list of dependents to ensure that they meet the eligibility requirements and then follow the instructions provided to submit the required documents for dependent eligibility verification.

**If you are not able to locate the document(s) that will be necessary to prove eligibility,** you may go to the U.S. Department of Health and Human Services web site at [www.cdc.gov/nchs/howto/w2w/w2welcom.htm](http://www.cdc.gov/nchs/howto/w2w/w2welcom.htm) to search the state or area where the marriage or birth occurred. You may also use VitalCheck at [www.vitalcheck.com](http://www.vitalcheck.com). *Please note you may be charged a fee for these services.*

***Please direct all questions regarding the Dependent Eligibility Verification to Consova using the contact information provided in the upcoming mailing.***

## Dependent Documentation Request - What You Need to Submit to Consova

If you are unable to provide any of the documents requested, the employee will need to contact Consova for alternative documents if applicable. If you have been married for less than one year, you only need to provide your marriage certificate for the purpose of this verification.

<b>Required Verification Documents</b>	
<p>Your legally married spouse</p> <p><i>(divorced spouses are not eligible for coverage)</i></p>	<p>A <b>copy</b> of your Marriage Certificate or Declaration of Informal Marriage or Common Law Affidavit</p> <p><b>AND</b></p> <p>A <b>copy</b> of page one through the signature line of your jointly filed federal tax return (form 1040) or both of your tax returns if you file separately, from the most recent tax season. Please black out the first five digits of any Social Security Numbers and any IRS Identity Protection PIN's.</p>
<p>Domestic Partner or Civil Union Partner</p>	<p>Copy of enclosed domestic partner affidavit or Civil Union Registration/Certificate</p> <p><b>AND</b></p> <p>Proof of dependency as evidenced by a copy of two of the following documents:</p> <ul style="list-style-type: none"> <li>• Proof of shared residence via joint mortgage statement or rental agreement</li> <li>• Automobile title or registration showing joint ownership of vehicle</li> <li>• Joint checking, bank or investment account statement</li> <li>• Joint credit account statement</li> <li>• A will and/or life insurance policy which designates the other as primary beneficiary</li> </ul>
<p><b>Child under the age of 26: A copy of the following documents - Varies by the relationship of the child to the Employee</b></p>	
<p>Your natural child, legally adopted child, or child in the process of being adopted;</p>	<p><b>Natural child or legally adopted child:</b> State or county issued birth certificate showing employee's name or signed court order. If birth certificate lists employee's maiden name, please provide marriage certificate.</p>
<p>Stepchild</p>	<p><b>Stepchild:</b> State or county issued birth certificate showing parents' names, copy of your Marriage Certificate, and a copy of page one through the signature line of your jointly filed federal tax return (form 1040) or both of your tax returns if you file separately, from the most recent tax season. Please black out the first five digits of any Social Security Numbers and any IRS Identity Protection PIN's.</p>
<p>A child whom you have legal guardianship of</p>	<p><b>Child whom you have legal guardianship:</b> Signed Court Order and a copy of page one through the signature line of your filed federal tax return (form 1040) from the most recent tax season claiming the child as a dependent. Please black out the first five digits of any Social Security numbers and any IRS Identity Protection PINs.</p>
<p>A child who is the subject of a Qualified Medical Child Support Order (QMCSO) issued to you</p>	<p><b>Child who is the subject of a Qualified Medical Child Support Order:</b> Signed court order.</p>
<p>A disabled dependent over the limiting age of 26</p>	<p>Please note: In addition to the birth certificate, we will also need a copy of page one through the signature line of your filed federal tax return (form 1040) from the most recent tax season claiming the child as a dependent. Please black out the first five digits of any Social Security numbers and any IRS Identity Protection PINs.</p>