



# Dependent Certification Form

Certification is **required** for all newly eligible dependents.

## INSTRUCTIONS

Inframark requires all employees to submit documentation that certifies their dependents are eligible for coverage under its Benefits Program. To certify your dependents, you must complete this form in its entirety and submit the requested documentation. **For examples of acceptable types of documentation, please see the reverse side of this form.**

**PHOTOCOPIES OF ORIGINAL VERSIONS OF DOCUMENTS ARE ACCEPTABLE AS THE DOCUMENTATION THAT IS SUBMITTED WILL NOT BE RETURNED TO YOU.**

Please submit your completed Dependent Certification Form along with the required documentation to the Employee Benefits Service Center. You may submit your form and supporting documentation to the Employee Benefits Service Center **via fax 1-866-406-6946** or by uploading it via **www.inframarkbenefits.com**. You can call the Employee Benefits Service Center at **1-800-307-0230** to confirm receipt of your paperwork.

**Your completed Dependent Certification Form and dependent documentation must be submitted by December 19, 2022 to ensure your dependents will have coverage available for January 1, 2023.** If you have any questions, please call **1-800-307-0230**.

**Please Note: If you are enrolling a domestic partner in coverage under the Inframark Benefits Program, you will receive a Declaration of Domestic Partnership that you must complete and submit to the Employee Benefits Service Center with any applicable documentation.**

## EMPLOYEE PROFILE

<b>Name:</b>	_____	<b>Effective Date:</b>	_____
<b>Address:</b>	_____	<b>SSN:</b>	_____
	_____	<b>Daytime Contact Info:</b>	_____
			(Telephone Number and/or Email Address)

## DEPENDENT CERTIFICATION

Please include the information requested below for all dependent family members who will be covered under the Inframark Benefits Program.

First Name	Last Name	SSN	DOB	Relationship	Gender	Documentation Provided
				SPOUSE	<input type="checkbox"/> M <input type="checkbox"/> F	
				CHILD	<input type="checkbox"/> M <input type="checkbox"/> F	
				CHILD	<input type="checkbox"/> M <input type="checkbox"/> F	
				CHILD	<input type="checkbox"/> M <input type="checkbox"/> F	
				CHILD	<input type="checkbox"/> M <input type="checkbox"/> F	
				CHILD	<input type="checkbox"/> M <input type="checkbox"/> F	
				CHILD	<input type="checkbox"/> M <input type="checkbox"/> F	

## AUTHORIZATION

I hereby certify that the individual(s) named above satisfy the dependent eligibility rules under the Inframark Benefits Program. I acknowledge that the information above is correct to the best of my knowledge and authorize the release of any information requested with respect to this certification. It is my understanding that any false or misleading information provided about myself and/or my dependent(s) as part of the benefits enrollment process may constitute insurance fraud and may be grounds for disciplinary action up to and including termination of employment.

_____ <b>Signature</b>	_____ <b>Date</b>
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## DEPENDENT DOCUMENTATION

The information below is only a guide to the types of documentation that can be provided for each dependent, and does not in and of itself constitute the definition an eligible dependent. Please see your Benefits Guidebook or the Summary Plan Description (SPD) for full details.

### Important Tips:

- **Black out social security numbers** appearing on any documents submitted.
- **Only send the first page** of any required Federal Tax Return that shows your dependents. *(No State Tax Returns are accepted in lieu of Federal Tax Returns.)*
- **Black out all monetary amounts** appearing on any documents, for example earnings listed on your Federal Tax Return or balances listed on a bank statement.
- Examples of documents proving joint ownership are: Mortgage Statements, Credit Card Statements, Bank Statements, and 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.*
- Proof of Marriage must be a Government-issued marriage license or marriage certificate (not a church issued certificate) including the date of your marriage.
- Birth Certificates must be Government-issued birth certificates listing both parents' names (not hospital-issued certificates or wallet-sized certificates).

Dependent Type	Acceptable Types of Documentation
Legal Spouse	<p><b>Important Note: Two forms of proof ARE required in order to verify your legal spouse unless married within the past year.</b></p> <ul style="list-style-type: none"> <li>• Government Issued Marriage Certificate <b>AND</b> Joint Federal Tax Return Issued Within Last 2 Years <b>OR</b></li> <li>• Government Issued Marriage Certificate <b>AND</b> Proof of Joint Ownership Issued Within Last 6 Months (mortgage/lease payment, bank statement, credit card statement etc.) <b>OR</b></li> <li>• Government Issued Marriage Certificate Only (if married within the past year)</li> </ul>
Domestic Partner	<ul style="list-style-type: none"> <li>• Notarized Affidavit of Domestic Partnership and TWO Proofs of Financial Interdependence of the Relationship (See the Affidavit for details.)</li> </ul>
Common Law Spouse	<ul style="list-style-type: none"> <li>• Notarized Affidavit of Common Law Marriage and TWO Proofs of Financial Interdependence of the Relationship (See the Affidavit for details.)</li> </ul>
Biological Child	<ul style="list-style-type: none"> <li>• Government Issued Birth Certificate</li> </ul>
Step-Child or Child of a Domestic Partner	<ul style="list-style-type: none"> <li>• Government Issued Birth Certificate, Government Issued Marriage Certificate, and Employee's Federal Tax Return Issued Within Last 2 Years <b>OR</b></li> <li>• Government Issued Birth Certificate, Affidavit of Common Law Marriage (see above), and Employee's Federal Tax Return Issued Within Last 2 Years <b>OR</b></li> <li>• Government Issued Birth Certificate, Affidavit of Domestic Partnership (see above), and Employee's Federal Tax Return Issued Within Last 2 Years</li> </ul>
Adopted Child	<ul style="list-style-type: none"> <li>• Adoption Placement Agreement and Petition for Adoption <b>OR</b></li> <li>• Adoption Certificate</li> </ul>
Legal Ward	<ul style="list-style-type: none"> <li>• Government Issued Birth Certificate, Employee's Federal Tax Return Issued Within Last 2 Years, and Court Ordered Document of Legal Custody <b>OR</b></li> <li>• Government Issued Birth Certificate and Court Ordered Document of Legal Custody (if custody is obtained within the past year)</li> </ul>
Qualified Medical Child Support Order (QMCSO)	<ul style="list-style-type: none"> <li>• Qualified Medical Child Support Order (must be ordered for the employee only)</li> </ul>
<b>If an Eligible Dependent Child is also:</b>	<b>The following documentation is required, <u>in addition to the documentation outlined above:</u></b>
Mentally or Physically Disabled (age 19 and over)	<ul style="list-style-type: none"> <li>• Employee's Federal Tax Return Issued Within Last 2 Years and Disabled Dependent Certification Form</li> </ul>

## Instructions For Uploading Your Required Dependent Certification Documents to the Online Employee Benefits Service Center

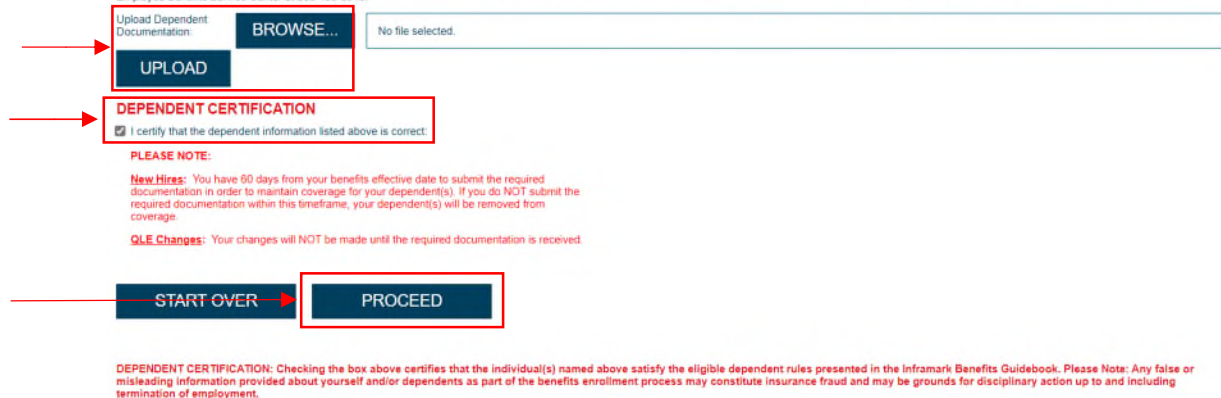
1. Visit [www.myinframarkbenefits.com](http://www.myinframarkbenefits.com)
2. Click on **“GET ENROLLED”**
3. Log in to the Online Employee Benefits Service Center using your assigned credentials.
  - Your username ID is the company code (*UPPER CASE LETTERS*) **“LZ7”** + **your 6 digit employee ID number** (if you don’t know your employee ID number, please ask your manager).
  - If you are logging in to the service center for this first time, your password (*lower case letters*) is your first initial + the first three letters of your last name + the last four digits of your social security number.
  - If you don’t remember your password, click on the **“Forgot My Password”** button located just below where you would enter your password. Enter your username ID (LZ7 + your 6 digit employee ID number), your date of birth (mm/dd/year) and the last four digits of your social security number. Your password will automatically reset to your temporary password which is your first initial + the first three letters of your last name + the last four digits of your social security number.
  - **Need assistance?** If you continue to have trouble logging in, please contact the Employee Benefits Service Center for assistance, 1-800-307-4807.
4. When you are successfully logged in. Click on the **“Proceed”** button.
5. Keep clicking on the **“Proceed”** button until you reach the **“Dependent Confirmation”** page. Review your dependent information for accuracy and upload your documents one at a time. When finished, check the box next to **“I certify that the dependent information above is correct”**. Lastly, click on the **“Proceed”** button.

### REQUIRED DOCUMENTATION

Please be aware that if you are adding a **new** dependent, you will need to supply proof of eligibility for your dependent(s). Please review the [Dependent Certification Form](#) for acceptable documentation to be submitted with the form. Your completed Dependent Certification Form and required documentation must be submitted to the Employee Benefits Center by **December 19, 2022**.

**Failure to submit the required dependent documentation by December 19, 2022 will result in the coverage for your dependent(s) being cancelled.**

For convenience, you may use the tool below to upload your documentation to the Employee Benefits Service Center. You must locate the document by selecting **“Browse”**. Once you have found the document, submit it by clicking the **“Upload”** button. Once you have uploaded the document, if you need to upload another document for a different dependent, you may do so. If you are not able to upload your documents at this time, please fax them to the Employee Benefits Service Center at 866-406-6946.



The screenshot shows the 'Dependent Certification' section of the online benefits service center. It includes a file upload area with a 'BROWSE...' button and an 'UPLOAD' button. Below this is a 'DEPENDENT CERTIFICATION' section with a checked checkbox stating 'I certify that the dependent information listed above is correct.' There are also 'PLEASE NOTE' sections for 'New Hires' and 'OLE Changes'. At the bottom, there are 'START OVER' and 'PROCEED' buttons. Red boxes and arrows highlight the 'BROWSE...' button, the 'DEPENDENT CERTIFICATION' section, and the 'PROCEED' button.

6. Keep proceeding to the last page that displays all of your benefit elections. Scroll down and click **“SUBMIT THESE ELECTIONS”**. After this step, you will have successfully submitted your dependent certification documents.