

FCSRMC VERIFICATION REQUIREMENTS

When submitting supporting documentation:

Mark out all confidential information such as financial data and social security numbers.

Send only copies. Documentation submitted will not be returned.

If a document is two-sided or multiple pages, ensure you copy both sides and all pages of the document.

If a document is not in English, you may be requested to supply a 'word for word' English translation of the document and a copy of the original document.

Eligibility Requirements	Acceptable Supporting Documentation
<p>SPOUSE Your spouse under a legally valid existing marriage.</p>	<p>Submit one document from PROOF A <u>AND</u> one document from PROOF B:</p> <p>PROOF A: Valid legal or religious marriage certificate, which must include:</p> <ul style="list-style-type: none"> o Name of the employee and spouse o Date of marriage o Certifier's signature/official seal <p><i>(Employees married within the last 6 months do not need to provide Proof B.)</i></p> <p>Legal household/family registry, must show spousal relationship <i>(This is only acceptable if you were married outside the U.S. and do not have a marriage certificate.)</i></p> <p>AND</p> <p>PROOF B: Your Federal 1040 or State income tax return, which must:</p> <ul style="list-style-type: none"> o Be from current or previous tax year o Contain name of employee and spouse o Indicate married filing jointly or married filing separately <p><i>(Only the page listing filing status and exemptions is required)</i></p> <p>Utility bill, which must:</p> <ul style="list-style-type: none"> o Be dated within the last 12 months o Show employee and spouse as joint account owners o Contain name of insurance company <p>Insurance document such as homeowner, renter or automobile insurance, which must:</p> <ul style="list-style-type: none"> o Be dated within the last 12 months o Show employee and spouse as joint account owners o Contain name of insurance company <p>Mortgage document or current lease, which must:</p> <ul style="list-style-type: none"> o Be dated within the last 12 months o Contain name of employee and spouse as Designation as beneficiary for the employee's <p>Health insurance document, which must:</p> <ul style="list-style-type: none"> o Be dated within the last 12 months o Include names of domestic partner and employee o Include date of notarization and signature of Notary

Eligibility Requirements	Acceptable Supporting Documentation
<p><u>DOMESTIC PARTNER</u> Your same or opposite sex domestic partner who, along with you, meets all of the following eligibility requirements:</p> <ul style="list-style-type: none"> both individuals are each other's sole Domestic Partner and intend to remain so indefinitely; and individuals are not related by blood to a degree of closeness (e.g., siblings) that would prohibit legal marriage in the state in which they legally reside; and both individuals are unmarried, at least 18 years of age, and are mentally competent to consent to the Domestic Partnership; and the employee has completed and submitted a notarized Affidavit Of Domestic Partnership to his employer and the employer has approved this Affidavit of Domestic Partnership. 	<p>Submit one document from PROOF C</p> <p><u>PROOF C:</u></p> <ul style="list-style-type: none"> x Valid Florida Blue Cross Blue Shield Affidavit of Domestic Partnership, which must include: <ul style="list-style-type: none"> o Names of the employee and domestic partner o Date of Notarization o Signature of Notary x State-issued Certificate of Domestic Partnership, which must include <ul style="list-style-type: none"> o Names of the employee and domestic partner o Date of Certificate o Certifier's signature/official state seal x 9 D O L G) O R U L G D Q V H Y F R U S M H L F R U H P S O R \ H H D Q G G R P H V V P D W F K L Q J U H V L G H Q W L D O D G G U H V V

Child until age 26

Your children until the end of the calendar year that they reach age 26 which includes:

- a natural child, or a child placed with you for adoption
- a stepchild;
- foster child; or
- any other child for whom you have legal guardianship or court-ordered custody.

Submit a copy of one document from **PROOF E:**

PROOF E:

Your Federal 1040 or State income tax return, which must:

- o Be from current or previous tax year
- o List your dependent with the relationship as daughter, son or child (Only the page listing filing status and exemptions is required)

Child's legal or hospital birth certificate or affidavit of parentage, which must:

- o Contain the name of the employee or spouse or domestic partner
- o Contain the name of the child
- o

An official certificate of every birth, death, marriage, and divorce should be on file in the locality (state, city or county) where the event occurred. You may also visit the Centers for Disease Control and Prevention's vital records page at <http://www.cdc.gov/nchs/w2w.htm> to request specific documents by state and obtain information on the approximate costs and time of delivery.

A copy of your tax return may be requested from the Internal Revenue Service by visiting <http://www.irs.gov/taxtopics/tc156.html?portlet=1> or by contacting the Internal Revenue Service at 1-800-829-1040.

What information must be included on birth and/or marriage certificates in order for them to be considered acceptable supporting documents?

Birth certificates must include the child's name and must list the name of the employee or employee's spouse or the employee's domestic partner as a parent of the child. The birth record or "short form" will not be accepted for the verification process because this document does not list the name of the mother or father.

All marriage certificates must be presently valid and include the date of marriage. Additionally, legal marriage certificates must show the marriage has been recorded by the appropriate county or state agency.

What type of tax form should I submit?

You should submit a copy of your filed Federal income tax form 1040, 1040A or 1040X (or 1040EZ for spouse only) or your State income tax form from the current or previous year showing your filing status and listing your dependents. To support your spousal relationship, you may submit a copy of your filed 1040 EZ or official transcript of your tax return.

What information must be included on my tax form in order for it to be considered an acceptable supporting document?

The entire tax return is not required, only the page that lists filing status and exemptions. The information regarding your marital status, the name of your spouse, and the name(s) of your dependents is required if applicable. Please block out personal financial data and social security numbers on your tax form prior to submission.