

DEPENDENT ELIGIBILITY VERIFICATION AUDIT COVER SHEET

Instructions

You must complete and include this cover sheet if you are submitting the documents by fax or mail/drop-box. You do not need to use this cover sheet to upload documents online. Place a checkmark in the box(es) next to the document you will submit. Write your Employee ID Number on each document that you submit.

Full Name:	Employee/DSW_ID:
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I have attached the following document(s) as acceptable forms of verification for SFHSS to verify my dependent's current eligibility.

Married Spouse or Qualified IRS Domestic Partner Dependent

Submit one of the following documents as proof of cohabitation/financial interdependency within the last 12 months:

- Federal Tax Return listing your spouse for tax year 2022 or 2023. *Provide a filed copy of pages 1 and 2 of your tax return, which includes your dependent's name and signatures. Be sure to redact or cross out Social Security Numbers and any financial information before submitting. If you filed your tax return electronically, submit verification of the return being accepted by the IRS. IRS E-file Signature Authorization Form 8879 can be provided if e-filing.*

Non-IRS Qualified Domestic Partner Dependent

Submit one of the following documents which include your domestic partner, as a co-owner/co-signer, demonstrating cohabitation/financial interdependency within the last 12 months:

- Mortgage Statement
- Lease Agreement
- Homeowners or Renter's Insurance Statement
- Auto Loan or Auto Insurance Statement
- Bank Statement (active account)
- Credit Card Statement
- Municipality/County Property Tax Statement

Child

- Birth Certificate
- Adoption Certificate or Court Order/Legal Guardianship Decree