

# Dependent Add Form

Employee ID: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Employee SSN: \_\_\_\_\_

## Add Legal Spouse:

Last, First Middle Name: \_\_\_\_\_  
(Last) (First) (Middle)

Required Documentation must be attached:

- Copy of marriage license, registered civil union documentation or Affidavit of Common Law Marriage
- Copy of spouse's Social Security Card

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Social Security Number: \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
(format: mm/dd/yyyy)

Same Mailing Address as Employee: Yes or No

If No, correct mailing address: \_\_\_\_\_ Apt # \_\_\_\_\_

City: \_\_\_\_\_, State: \_\_\_\_\_ Zip: \_\_\_\_\_

## Add Legal Dependent:

Last, First Middle Name: \_\_\_\_\_  
(Last) (First) (Middle)

Relationship: (circle one) Child • Stepchild • Child under Guardianship • Other Legal Dependent

Required Documentation must be attached:

- Copy of child's birth certificate or hospital birth record
- If applicable: Copy of adoption certificate, guardianship court order, qualified medical support order
- Copy of child's Social Security Card

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Social Security Number: \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
(format: mm/dd/yyyy)

Same Mailing Address as Employee: Yes or No

If No, correct mailing address: \_\_\_\_\_ Apt # \_\_\_\_\_

City: \_\_\_\_\_, State: \_\_\_\_\_ Zip: \_\_\_\_\_

## Add Legal Dependent:

Last, First Middle Name: \_\_\_\_\_  
(Last) (First) (Middle)

Relationship: (circle one) Child • Stepchild • Child under Guardianship • Other Legal Dependent

Required Documentation must be attached:

- Copy of child's birth certificate or hospital birth record
- If applicable: Copy of adoption certificate, guardianship court order, qualified medical support order
- Copy of child's Social Security Card

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Social Security Number: \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
(format: mm/dd/yyyy)

Same Mailing Address as Employee: Yes or No

If No, correct mailing address: \_\_\_\_\_ Apt # \_\_\_\_\_

City: \_\_\_\_\_, State: \_\_\_\_\_ Zip: \_\_\_\_\_