

# DOCUMENTATION FOR DEPENDENT COVERAGE

You will need to submit a copy of the required documents for each dependent you would like to enroll in an Ingram sponsored health and welfare plan.

Go to [MyIngramBenefits.com](https://MyIngramBenefits.com) to submit the documentation to verify the eligibility of your dependent(s) within 31 days of the event. **ONLY** eligible dependents will be added to your coverage.

## Required Verification Documents

### Dependent Relationship

#### Spouse

A copy of your marriage certificate.

**AND**

One (1) of the following documents:

- A copy of page one through the claimed dependents section of your federal tax return (form 1040) if filed jointly, 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.
- IRS tax transcript from the most recent tax season
- Joint financial statement (i.e. joint bank account, utility bills, credit card statements, mortgage/lease statement). **These documents cannot be more than 60 days old and must include the associates and spouse names.**

Insurance and medical-related documents will not be accepted as a proof of relationship. If joint documents are not available, individual documents from associate and spouse indicating the same residence will be accepted. Please black out financial information and account number.

If you add a spouse mid-year due to marriage, only a marriage certificate will be required documentation.

#### Domestic Partner

Ingram Domestic Partner Certification form or Domestic Partner Registration.

**AND**

One (1) of the following documents\* as proof of joint ownership:

- Proof of shared residence via joint mortgage statement or rental agreement
- Joint bank, credit card or investment account statement\*
- Joint utility bill\*
- A will and/ or life insurance policy which designates the other as primary beneficiary

\*These documents cannot be more than 60 days old. Insurance and medical-related documents will not be accepted as a proof of relationship. If joint documents are not available, individual documents from associate and domestic partner indicating the same residence will be accepted. Please black out financial information and account number.

If you add a domestic partner mid-year due to a new certification/registration of domestic partnership, you may not be required to provide proof of joint ownership.



**BENEFITING YOU**  
— at every stage —

## Dependent Relationship

### Children under the age of 26\*

A copy of the following documents (varies by the relationship of the child to associate):

- **Natural child or legally adopted child:**
  - State or county issued birth certificate showing associate's name or signed court order. If birth certificate lists associate's maiden name, a marriage certificate will need to be provided
  - Mother's Copy will be provisionally accepted for infants under 6 months of age. However, the associate must submit a state or county issued birth certificate within 6 months from the child's birth. Failure to provide the birth certificate by the specified deadline will result in the removal of the child from coverage, effective from the date of birth, with no refund of premiums.
- **Stepchild:** State or county issued birth certificate showing parents names, copy of marriage certificate, and a copy of page one through the claimed dependents section of your federal tax return (form 1040) if filed jointly, 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
- **Natural or adopted child of domestic partner:** State or county issued birth certificate and domestic partner documentation as noted on page 1
- **Child whom you have full legal guardianship:** Signed court order and a copy of page one through the claimed dependents section of your 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
- **Child who is the subject of a Qualified Medical Child Support Order:** Signed court order

\*Disabled children aged 26 or over: Require a birth certificate indicating the name of the associate and documentation validating a mental or physical disability that occurred prior to age 26.

