

Health Insurance Eligibility Audit

REQUIRED DOCUMENTS

If you enrolled on a family plan, added a dependent or were legally separated or divorced after September 2012 (the date of your employer's last audit), documentation is required. Documents are not required if any changes were made *prior* to September 2012.

The following is a list of the necessary documentation that must be submitted to verify eligibility for each dependent enrolled on your family health insurance policy.

PLEASE SEND PHOTOCOPIES ONLY

Please Submit **All** Documentation Checked for **Each** Type of Dependent Listed Below

Spouse

REQUIRED DOCUMENTATION

- ✓ Completed Response Form (All marital status questions must be answered, and form signed and dated by subscriber) **AND**
- ✓ Town- or city-issued marriage certificate **AND**
- ✓ Page 1 of your most recently filed U.S. Individual Federal Tax Return (1040 or 1040A.) *This document is required as it shows current marital status. Social Security numbers and income may be blacked out.*

Divorced or Separated Spouse

REQUIRED DOCUMENTATION

- ✓ Completed Response Form (All marital status questions must be answered, and form signed and dated by subscriber) **AND**
- ✓ Health insurance provision language from divorce/ separation agreement **AND**
- ✓ First page or signature page from divorce/separation agreement listing names of both parties

Children to Age 26

REQUIRED DOCUMENTATION

- ✓ Completed Response Form **AND**
- ✓ Town- or city-issued birth certificate (long form listing parents' names) **OR** Court Order documenting guardianship **OR** Adoption papers.

ALL SUBSCRIBERS MUST COMPLETE ALL ELIGIBILITY QUESTION(S) LISTED ON THE RESPONSE FORM FOR EACH DEPENDENT. THE COMPLETED FORM MUST ACCOMPANY THE DOCUMENTATION LISTED ABOVE.

Please note the following:

- Church or Justice of the Peace certificate and hospital records are not accepted
- Send photocopies only. Do not send original documents as they will not be returned
- Social Security numbers and income may be blacked out on your federal tax return.

Documents such as marriage or birth certificates may be obtained at the Clerk's Office in the city/town where you resided at the time of the event. Often these documents can be ordered online. The fees charged for the documents by the city/town will be your responsibility. Please note there may be a delay in obtaining certain documentation; therefore, we urge you to contact the appropriate offices as soon as possible. All documents collected by Group Benefits Strategies will be returned to your employer at the end of the audit.

If there is a dependent enrolled on your family health insurance plan that is not eligible for coverage, please answer 'NO' next to the eligibility question for that dependent's name on your response form. Your employer will be notified and the dependent will be removed from your plan.

Questions? Contact Group Benefits Strategies' Audit Department at 800-229-8008 between the hours of 8am and 4pm, Monday through Thursday, 8am and 1pm on Friday or at audit@gbs-consult.com.

PLEASE SEE PLAN DOCUMENTS FOR DEPENDENT ELIGIBILITY DEFINITIONS AND GUIDELINES