

Documentation Required For Proof of Dependency

When enrolling for the first time or making a qualified change during the year or open enrollment you will need to submit the appropriate documentation to support proof of dependency.

In the situation where you are adding dependents as a result of marriage, the State Employee Health Plan (SEHP) requires a copy of the marriage certificate and birth certificate for any dependent children. We realize at times, it is difficult to locate that documentation. Therefore, if you are adding new dependents as a result of marriage, we will also accept copies of **the most current year's Federal filed tax returns**. The pages needed from your Federal tax returns depending on which form you file are:

1. Form 1040--pages 1 & 2 showing your name, your spouse's and dependents' names and the signatures of both you and your spouse
2. Form 1040A--pages 1 & 2 showing your name, your spouse's and dependents' names and the signatures of both you and your spouse

Please submit these copies along with the appropriate enrollment or change form.

If you have any questions, please contact the State Employee Health Plan, Membership Services at 785-296-3226.