

Standard Alternate Documents

- **Government Issued Birth Certificate**

- DNA Paternity Test
 - Must list child's name, father's name, and child's date of birth
 - ♦ If child's date of birth is missing, government issued birth certificate is still required to verify age.
- Court Document
 - Must list child's name, parent's name, and child's date of birth
 - ♦ If child's date of birth is missing, government issued birth certificate is still required to verify age.
 - ♦ Court Documents must contain first page with case number, Plaintiff name, Respondent Name, page(s) that list type of child they are (adopted, legal guardianship, paternity), and last page with judge's signature, or be a certified copy with the deputy's stamp and signature.

- **Adoption Certificate**

- Revised Government Issued Birth Certificate listing employee as parent
- If child's date of birth is not listed on the adoption certificate, the Government Issued Birth Certificate is required to verify age.

- **Federal Tax Return** – First page of Form 1040. All financial information should redacted. Filing status can be married filing jointly or married filing separately. If married filing separately, both employee and spouse's name need to be listed.

- **Court Document**

- Must contain first page with case number, Plaintiff name, Respondent Name, page(s) that list type of child they are (adopted, legal guardianship, paternity), and last page with judge's signature, or be a certified copy with the deputy's stamp and signature.

- **Government Issued Marriage Certificate**

- Spouse's Naturalization Papers indicating "Married" status AND additional Proof of Financial Partnership
- Immigration Papers indicating "Married" status AND additional Proof of Financial Partnership

- **Proof of Financial Partnership** – May be two separate documents, one in the employee's name and one in the spouse's name, showing matching addresses.

- Mortgage Statement within 6 months
- Bank Statement within 6 months
- Bank Letter showing account is active, date of letter within 6 months
- Active Lease Agreement
 - Must show lease begin and termination date.
- Credit Card Statement within 6 months

- Property Tax Statements within 6 months (within 12 months also accepted)
- State Tax Return, current tax year
- Mortgage Interest Statement (1098) within 12 months
- Homeowners Insurance Statement within 12 months
 - Must include active policy period
- Renters Insurance Statement within 12 months
 - Must include active policy period
- Warranty Deed within 6 months
- Auto Loan Statement within 6 months
- Brokerage Statement within 6 months
- **Legal Name Change** – If document(s) provided do not match the name as it is listed in the system, a court approved legal name change document is needed to verify dependent.
- **Affidavit of Common Law Marriage**
 - States with common law marriage
 - Colorado
 - District of Columbia
 - Iowa
 - Kansas
 - Montana
 - New Hampshire
 - Oklahoma
 - Rhode Island
 - Texas
 - Utah
 - States previously allowing common law marriage
 - Alabama (2017)
 - Florida (1968)
 - Georgia (1997)
 - Indiana (1958)
 - Ohio (1991)
 - Pennsylvania (2005)
 - South Carolina (2019)
 - States Recognizing Other States' Common Law Marriage – must provide state issued recognition of Common Law Spouse status from state allowing common law marriage, Affidavit is not applicable.

- Arkansas
 - Connecticut
 - Delaware
 - Louisiana
 - Maryland
 - North Carolina
 - Oregon
 - Tennessee
 - Vermont
 - Virginia
 - Washington
 - West Virginia
 - Wyoming
- **Proof of Residency** – Proof of Residency must list dependent’s name and employee’s address in system. (If the client allows, applies as an alternative where client requires a Federal Tax Return claiming a child as a dependent.) Proof of Residency can only be used for dependent children.
 - Government Issued ID (Driver’s License or State ID)
 - Child’s Federal Tax Return within last 2 years
 - Bank Statement within 6 months
 - Social Security Letters within 12 months
 - School Communications within 6 months
 - **Proof of Enrollment** – Must contain student’s name, school name, most recent term and status (hours enrolled – check “I” for school credits/hours).
 - National Student Clearing House
 - Registrar Letter
 - School Proof of Payment (only with hours or status)
 - Official Transcript
 - Website Printout of Schedule