



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

A **copy** of page one through the claimed dependents section of your jointly filed federal tax return (form 1040) 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.*

If you have not filed your taxes as 'married-filing-jointly or married-filing-separately', you may submit one (1) 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 associate 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, because of marriage you only need to provide the Marriage Certificate.

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, because of a new certification/registration of domestic partnership you do not need to provide proof of joint ownership.

Required Verification Documents

Dependent Relationship

Children under the age of 26*

A **copy** of the following documents (varies by the relationship of the child to the 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, please provide marriage certificate.
- **Stepchild:** State or county issued birth certificate showing parents' names, copy of your marriage certificate, and a copy of page one through the claimed dependents section of your jointly filed federal tax return (form 1040) 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 filed 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:** Birth certificate showing associate's name and documentation that supports a mental or physical disability that occurred before age 26.