



# Dependent Eligibility & Verification Requirements

**Your action is required to ensure continued benefit coverage for your newly added dependents.**

Your well-being is important to Vontier. That's why we strive to make sure that you and your family have access to a range of comprehensive and cost-effective medical options. As the cost of health care continues to increase significantly, we at Vontier are working hard to manage these costs and minimize the impact to you. To continue to offer affordable medical benefits to you and your family, we need to limit coverage to eligible dependents only. We need your help to make this possible.

**Dependent Verification Requirements**

When adding eligible dependents to coverage, you are required to provide proof of dependency. Acceptable forms of documentation for each unverified dependent include:

Dependent	Required Documentation to Submit
Spouse & Partner	<p>(Two documents required, one from section A and one from section B)</p> <p><b>Section A</b></p> <ul style="list-style-type: none"> <li>Government-Issued Marriage Certificate (document from section B not required if married in past 12 months)</li> <li>Notarized Affidavit of Domestic Partnership</li> <li>Certificate of Domestic Partner Registration</li> </ul> <p><b>Section B</b></p> <ul style="list-style-type: none"> <li>Federal Tax Return within last 2 years listing your spouse or partner</li> <li>Proof of Joint Ownership issued within the last 6 months</li> </ul>
Child	<ul style="list-style-type: none"> <li>Biological Child: Government-Issued Birth Certificate or Notarized</li> </ul>

Please note: If your documentation contains a language other than English, you must also submit a translated copy of the document.

**You must submit sufficient supporting documentation within 45 days of adding your dependent(s) to coverage.**

**If we do not receive appropriate documentation by this deadline, your dependent(s) coverage will be cancelled at the end of the 45 days.**

Quick and Easy Upload	Alternative Options
<p>Uploading is the quickest and easiest way to submit your documentation securely.</p> <p><a href="#">Click here to upload documents</a></p>	<p>Mail: Vontier Benefits Center P.O. Box 617907 Chicago, IL 60661</p>

**Verification Tips**

- Birth certificates must be government-issued and must include both parents' names.

### Paternity Test

- Adopted Child: Government-Issued Birth Certificate or Adoption Certificate or Placement
- Step-Child: Government-Issued Birth Certificate **AND** both documents to verify Spouse or Partner
- Legal Ward: Government-Issued Birth Certificate **AND** Court Ordered Document of Guardianship
- Disabled Child: Documentation listed above based on the child (biological, adopted, step-child or legal ward) **AND** Federal Tax Return within 2 years claiming child
- Foster Child: Foster Care Letter of Placement

- **PHOTOCOPYING VITAL RECORDS MAY BE PROHIBITED BY STATE LAW:** Some states have laws that prohibit a person from copying vital records, such as birth certificates or marriage certificates. Copying, for this purpose, generally includes documents scanned or faxed, as well as photocopied. You should confirm the permissibility of copying vital records with the vital records office that issued the record in question. If copying is prohibited, we recommend that you obtain a duplicate government issued document from your vital records office (a non-certified document is acceptable if available) and submit via U.S. mail. Document(s) submitted will not be returned.
- Proof of Joint Ownership must be issued within the last 6 months and include mortgage statements, bank statements, credit card statements,

rental/lease agreements or property tax statements in both parties' names as co-owners.

- Send only the first page of your prior year Federal Tax Return (Form 1040) that shows your dependents, and black out all financial information and Social Security numbers.