

ACCEPTABLE DOCUMENTS FOR DEPENDENT VERIFICATION

Any associate who adds a dependent to his or her Asbury Medical Plan will be required to provide documentation which demonstrates that the individual is true dependent.

Spouse

Marriage Certificate

OR

Prior Years Federal Tax Return listing your spouse: Send only the first page of your prior year Federal Tax Return (Form 1040) that shows your dependents, and black out all financial information.

Domestic Partner

Notarized Domestic Partner Affidavit

Child

Biological Child: Government-Issued Birth Certificate; must include all parent names.

Adopted Child: Government-Issued Birth Certificate or Adoption Certificate or Placement Agreement or Petition

Step-Child: Government-Issued Birth Certificate AND documents to verify Spouse as outlined above. Birth certificates must be government-issued and must include parents' names

Legal Guardianship: Legal documentation from the state court or federal government documenting the legal guardianship status

ACCEPTABLE DOCUMENTS FOR PROOF OF CREDIBLE COVERAGE

Any benefits eligible associate who declines Asbury's medical coverage, must provide proof of coverage elsewhere.

A copy of your medical insurance card

OR

A screenshot of a summary of benefits from your insurance company's website

OR

A proof of credible coverage letter from your insurance company