



WAKE FOREST UNIVERSITY VERIFICATION DOCUMENTS

Dependent Category	Documents Required to Complete Dependent Verification	
<p style="text-align: center;">Legal Marriage (Opposite Sex or Same Sex)</p> <p>Marriages in 2017: Send the Legal Marriage Certificate only.</p>	<p>Option 1 <u>Legal Marriage Certificate AND 2016 1040 Tax Form</u></p>  <p>Send a copy of your <u>legal marriage certificate</u></p> <p style="text-align: center;">AND</p> <p>Send a copy of the <u>first page of your 1040 federal income tax return showing a married filing status.</u></p> <ul style="list-style-type: none"> • If you file separately, send the first page of both your and your spouse's federal income tax return. • Redact any financial and personal information on tax forms (i.e. ssn or salary information) • Do not send W-2s. 	<p>Option 2 <u>Legal Marriage Certificate AND Two Joint Financial Documents</u></p>  <p>Send a copy of your <u>legal marriage certificate</u></p> <p style="text-align: center;">AND</p> <p>Send copies of <u>two current joint financial documents showing you and your spouse at the same address.</u> Examples of joint financial documents include: mortgage statement, joint homeowners or renters, auto loan, personal loan, credit card, and utility bill (except mobile phone bills). Documents must be dated within the past 60 days.</p>
<p style="text-align: center;">Biological Child</p>	<p><u>Birth Certificate</u></p> <ul style="list-style-type: none"> • Send a copy of the child's birth certificate, which is required for each biological child <u>6 months old or older.</u> The birth certificate must be issued by the state, county, or other government body AND list the faculty or staff member as a parent. <p style="text-align: center;">OR</p> <p><u>Hospital Letter</u></p> <ul style="list-style-type: none"> • If a birth certificate is not available for a child under 6 months old, submit <u>birth documentation on hospital letterhead</u> indicating the birth date of the child AND the name(s) of the parent(s). <p style="text-align: center;">OR</p> <p><u>Court Order</u></p> <ul style="list-style-type: none"> • If a birth certificate is not available, a <u>court order</u> (such as a Qualified Medical Child Support Order, National Medical Support Notice, or other court document) may be substituted. 	
<p style="text-align: center;">Adopted Child</p>	<p><u>Placement Papers OR Adoption Agreement OR Birth Certificate</u></p> <ul style="list-style-type: none"> • Send a copy of the <u>placement papers</u> for a child placed with you for adoption (initial stage), OR <u>Official Court Adoption Agreement</u> for an adopted child (mid-stage), OR <u>legal birth certificate</u> (final stage). 	

	<p style="text-align: center;">OR</p> <p><u>Court Order</u></p> <ul style="list-style-type: none"> • If a birth certificate is not available, a <u>court order</u> (such as a Qualified Medical Child Support Order, National Medical Support Notice, or other court document) may be substituted.
<p style="text-align: center;">Stepchild</p>	<p><u>Birth Certificate</u></p> <ul style="list-style-type: none"> • Send a copy of the child’s government-issued <u>birth certificate</u> showing that the child’s parent is the faculty or staff member’s spouse. <p style="text-align: center;">AND</p> <p><u>Legal Marriage Documents</u></p> <ul style="list-style-type: none"> • See notes in the Legal Marriage section for information about submitting these documents.
<p style="text-align: center;">Other Child Type</p>	<p>For a grandchild, niece/nephew, brother/sister, or other child type, send either guardianship OR custody papers.</p> <p><u>Guardianship Papers</u></p> <ul style="list-style-type: none"> • Send court papers demonstrating legal guardianship. The document must include the name(s) of the person(s) designated as the legal guardian(s). <p style="text-align: center;">OR</p> <p><u>Custody Papers</u></p> <ul style="list-style-type: none"> • Send court papers demonstrating custody. The document must include the name(s) of the person(s) designated as the custodian(s).

Submit the required dependent verification documentation if you are adding a spouse and/or a dependent child(ren) to your medical, dental, and/or vision plan(s) and have not previously submitted documentation. You may submit this documentation to Human Resources by emailing AskHR@wfu.edu, faxing to [336-758-6127](tel:336-758-6127), or sending through campus mail. Redact all personal and financial information (i.e. Social Security number or salary details) from these documents.