## WAKE FOREST UNIVERSITY
### VERIFICATION DOCUMENTS

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<th>Dependent Category</th>
<th>Documents Required to Complete Dependent Verification</th>
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<td><strong>Legal Marriage</strong></td>
<td><strong>Option 1</strong> <strong>Legal Marriage Certificate</strong> AND <strong>2016 1040 Tax Form</strong></td>
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| **(Opposite Sex or Same Sex)** | **Send a copy of your legal marriage certificate** **AND** **Send a copy of the first page of your 1040 federal income tax return showing a married filing status.**  
  - 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. |
| **Option 2** **Legal Marriage Certificate** AND Two Joint Financial Documents | **Send a copy of your legal marriage certificate** **AND** **Send copies of two current joint financial documents showing you and your spouse at the same address.** 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. |
| **Biological Child** | **Birth Certificate**  
  - Send a copy of the child’s birth certificate, which is required for each biological child 6 months old or older. The birth certificate must be issued by the state, county, or other government body AND list the faculty or staff member as a parent. **OR**  
  **Hospital Letter**  
  - If a birth certificate is not available for a child under 6 months old, submit birth documentation on hospital letterhead indicating the birth date of the child AND the name(s) of the parent(s). **OR**  
  **Court Order**  
  - If a birth certificate is not available, a court order (such as a Qualified Medical Child Support Order, National Medical Support Notice, or other court document) may be substituted. |
| **Adopted Child** | **Placement Papers OR Adoption Agreement OR Birth Certificate**  
  - Send a copy of the placement papers for a child placed with you for adoption (initial stage), OR Official Court Adoption Agreement for an adopted child (mid-stage), OR legal birth certificate (final stage). |
If a birth certificate is not available, a court order (such as a Qualified Medical Child Support Order, National Medical Support Notice, or other court document) may be substituted.

- **Birth Certificate**
  - Send a copy of the child’s government-issued birth certificate showing that the child’s parent is the faculty or staff member’s spouse.

**Legal Marriage Documents**
- See notes in the Legal Marriage section for information about submitting these documents.

For a grandchild, niece/nephew, brother/sister, or other child type, send either guardianship OR custody papers.

**Guardianship Papers**
- Send court papers demonstrating legal guardianship. The document must include the name(s) of the person(s) designated as the legal guardian(s).

**Custody Papers**
- 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 and/or dental 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, or sending through campus mail. Redact all personal and financial information (i.e. Social Security number or salary details) from these documents.