

The Texas A&M University System
Dependent Enrollment/Change Form



System Member _____
 Documents reviewed _____

With few exceptions, you have the right to request, receive, review and correct information about yourself collected using this form.

Section 1

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UIN or Social Security number

Employee/Retiree name _____
 (please print) Last First MI

If you have a spouse/parent/child who currently works for The Texas A&M University System, please provide his/her name _____ and UIN/Social Security number _____.

Please be sure to sign this form, send ALL pages back as required, and write your UIN number on ALL pages.

Office use: ED _____

Section II

List the required information for each dependent you wish to add to or drop from coverages. Write “Add” or “Drop” under the coverage column for each dependent. Write “Same” if you are retiring and continuing your current dependent coverage. Eligible dependent children may be covered on dental, vision and dependent life coverage until age 25 and on health coverage until age 26. Adding/dropping a dependent because of a Change in Status **must be done within 60 days after the change. SSN is required if adding a spouse age 45 and older or any other dependent with Medicare coverage. However, foreign national spouses without SSNs may use their VISA number in place of a SSN. If you and your spouse are both employed by or retired from the A&M System, you cannot both cover the same child(ren) under Health, Dental, Vision and/or Dependent Life. Please allow 7 business days processing time to carrier before scheduling appointments or filling prescriptions.**

Dependent Name (last, first, MI)	SSN (If required)	Relationship Number - see page 3	Gender <i>M/F</i>	Birthdate (mm/dd/yyyy)	Tobacco user? <i>Y/N</i>	Marital Status <i>M/S</i>	Health <i>Add or Drop</i>	Dental <i>Add or Drop</i>	Vision <i>Add or Drop</i>	Depend. Life† <i>Add or Drop</i>

† If you are adding dependents to Dependent Life, choose one of the following plans:

Plan A _____ (you must be enrolled in Optional Life) Spouse amount: \$25,000 ___ \$50,000 ___ \$75,000 ___ \$100,000 ___ \$150,000 ___ \$200,000 ___
 Child amount: Same as current child coverage ___ OR \$10,000 ___ **Plan B** (flat rate) ___, **Plan C** (based on Alternate Basic Life coverage) _____

If you are adding dependents at a time other than during Annual Enrollment, you must complete **Section IV** of this form.

For Life, if you are adding dependents by providing evidence of good health, coverage is effective the first of the month following approval.

If you are continuing dependent coverages due to retirement, check here _____ and skip **Sections III and IV**.

If any of these dependents are transferring coverage from another A&M System employee, please indicate the other employee’s name _____ and Social Security number/UIN _____.

For Life insurance, adding a spouse requires evidence of good health unless adding coverage of \$50,000 within 60 days of hire or marriage.

Forms are available from your Human Resources office .

Section III

Documentation is required to add dependents, see page 3. Coverage cannot be added until documentation is provided.

If you are adding or dropping a dependent(s) to or from health/dental/vision coverage, you must complete A, B, C or D (next page).

A. I was hired within the last 60 days. yes ___ no ___ Date of hire: _____

B. I am making a change within 45 days after my employer contribution eligibility date. yes ___ no ___

C. I am adding/dropping a dependent during the Annual Enrollment period. yes ___ no ___

Date Stamp

Dependent Enrollment/Change Form

The numbers before each paragraph represent the dependent certification "type".

1. Legally Married Spouse

Your most recent Federal Tax Return(s) showing that you are married filing jointly or separately. Financial information should be blacked out.

OR

Marriage Certificate AND Proof of Joint Ownership dated less than six months old. Recommendations include Texas Car Insurance Document, assignment of a durable property power of attorney or healthcare power of attorney, a mortgage or bank statement, or property tax bill. Documents must include both the employee's name and the spouse's name.

1. Common Law Spouse

Texas Declaration of Informal/Common Law Marriage from the County where the marriage was recognized or recorded.

OR

Your most recent Federal Tax Return(s) showing that you are married filing jointly or separately, **AND** Proof of Joint Ownership dated less than six months old. Recommendations include Texas Car Insurance Document, assignment of a durable property power of attorney or healthcare power of attorney, a mortgage or bank statement, or property tax bill. Documents must include both the employee's name and the spouse's name.

2. Biological or Adopted Child (adoption complete)

Birth Certificate (must show employee's name as either the father or mother)

OR

Documentation on hospital letterhead indicating the birth date of the child or children under 6 months old.

3. Stepchild

Child's Birth Certificate showing the child's parent as the employee's spouse, **AND** Marriage Certificate showing legal marriage. If common law marriage, you must provide the documentation as outlined under Common Law Spouse

4. Adopted Child (in progress)

Official court/agency placement papers (initial stage)

OR

Official Court Adoption Agreement for an Adopted Child (mid-stage)

5. Grandchild

A document that shows the child's address is the same as the employee's address. Proof of residency must be an official document in the form of:

- **For school age children:** current year school records for grandchildren of school age and/or a valid driver's license for grandchildren of driving age.

OR

- **For non-school age children:** currently dated federal or state benefit assistance program record based on residence (such as Medicaid), a court record establishing residence, a copy of the daycare record on the daycare's letterhead or the part of the social security card with the home address of the child for children not of school age.

*** A tax return is NOT proof of residency for a grandchild and will NOT be accepted as appropriate documentation.**

*** Foreign documents other than marriage license or birth certificate should be accompanied by an English translation.**

6. Foster Child

Official Court or Agency Placement papers

7. Legal Guardianship

Court Order establishing the appropriate legal relationship.

8. Managing Conservatorship

Court Order establishing the appropriate legal relationship.