

Dependent Verification

Please submit documentation to support your dependent within 30 days of your new hire date or life event date. Documentation may be submitted to your local Human Resources, by email to Powellbenefits@powellind.com or by fax to 713-947-4427. Failure to provide documentation will result in your dependent(s) not being covered.

You must provide proof of SSN or TIN for all dependents by submitting a copy of the SSN card or TIN card along with the appropriate documents below:

<i>Eligible Dependents</i>	<i>List of Acceptable Documents</i>
<i>Legal Spouse</i>	<ul style="list-style-type: none">• Marriage Certificate (not license) showing date of marriage
<i>Common Law Partner</i>	<ul style="list-style-type: none">• Declaration of Informal Marriage <i>Only for states that recognize common law marriage.</i>
<i>Natural Children Under 26 Year of Age</i>	<ul style="list-style-type: none">• Birth Certificate naming the employee as the parent.• Hospital documentation (i.e. birth facts reflecting the child's birth, acceptable only for children under 6 months of age.
<i>Stepchild</i>	<ul style="list-style-type: none">• Birth Certificate naming the employee's spouse as the parent.
<i>Child adopted, fostering, guardianship, etc.</i>	<ul style="list-style-type: none">• Adoption Certificate• Court papers showing adoption or placement for adoption, guardianship or foster parent/child relationship.