



WHOI Domestic Partner List of Acceptable Documents

What are the required documents that employees must provide as supporting documentation for Domestic Partner eligibility verification?

The table below indicates the acceptable documents for Domestic Partners that verify the Domestic Partners eligibility. All required documents **MUST** include date and/or year, employee's name and dependent's name.

Eligible Dependents	Required Documentation
Domestic Partner (same or opposite gender)	<p>Please complete either Option 1 or Option 2:</p> <p>Option 1:</p> <ol style="list-style-type: none"> 1. Copy of a completed "Affidavit of Domestic Partnership" which must be notarized and signed by the WHOI employee and the Domestic Partner <p style="text-align: center;">AND</p> <ol style="list-style-type: none"> 2. A copy of two (2) of the following documents: <ul style="list-style-type: none"> • Proof of shared residence via joint mortgage statement, joint rental agreement, or deed, • Automobile title or registration showing joint ownership of a vehicle, • Joint checking, bank, or investment account statement, • Joint credit account statement, or • A will and/or life insurance policy which designates the other as primary beneficiary. • WHOI beneficiary forms count. <p>Option 2: Proof of a Registered Domestic Partnership registered with the state of residence; or an executed agreement (other than the "Affidavit of Domestic Partnership") documenting the domestic partnership as allowed, required, or accepted by the state of residence.</p> <p>Note: Proof of eligibility and dependency documents must be dated prior to the date of enrollment. One document must be dated at least 12 months prior to the date of enrollment and the other documents must be dated within 60 days prior to the date of enrollment.</p>



WHOI Domestic Partner

List of Acceptable Documents

<p>Child(ren) of a Domestic Partner</p>	<p>A copy of the following documents (varies by the relationship of the child to the Employee and Domestic Partner):</p> <ul style="list-style-type: none"> • <u>Natural child or legally adopted child:</u> None. • <u>Stepchild:</u> State or county issued birth certificate showing the Domestic Partners name. • <u>Child whom the Domestic Partner has legal guardianship:</u> Signed Court Order and the Federal Form 1040 from the most recent tax year (front page through line 6), claiming the child as a dependent; black out the first five digits of any SSN and all financial information. • <u>Child who is the subject of a Qualified Medical Child Support Order:</u> Executed and signed Court Order showing the name of the Domestic Partner. • <u>Certified Disabled Dependent Children Over Age 26:</u> The child's birth certificate and Federal Form 1040 from the most recent tax year (front page through line 6), claiming the child as a dependent; black out the first five digits of any SSN and all financial information. <p>Note: Proof of eligibility and dependency documents must be dated prior to the date of enrollment. One document must be dated at least 12 months prior to the date of enrollment and the other documents must be dated within 60 days prior to the date of enrollment.</p>
---	---