

New Hire Checklist



Enrollment Form – Completed and Signed

Beneficiary Form – Completed and Signed

DEPENDENT DOCUMENTATION

(Documentation must be received with enrollment form within 30 days of your hire date or dependents will not be covered.)

Spouse

Copy of Marriage Certificate

Copy of most recent tax return OR joint household bill dated within the last 6 months (If newly married, only the marriage certificate is required)

Copy of spouse's social security card

Child

Copy of birth certificate naming the employee as a parent

Copy of child's social security card

Step-Child

Copy of child's birth certificate listing spouse's first and last name

Copy of spouse documentation listed above.

Copy of child's social security card

Child under your Legal Guardianship

Copy of court order/adoption decree naming you as the child's adoptive parent or current legal guardian

Copy of child's birth certificate

Copy of child's social security card