

New Hire Checklist



<input type="checkbox"/>	Enrollment Form – Completed and Signed
<input type="checkbox"/>	Beneficiary Form – Completed and Signed
Spouse	
<input type="checkbox"/>	Copy of Marriage Certificate
<input type="checkbox"/>	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)
<input type="checkbox"/>	Copy of their social security card
Child(ren)	
<input type="checkbox"/>	Copy of birth certificate naming the employee as a parent (if birth certificate is not received by 30 days of hire date (or birth of child), submit the live birth record from hospital)
<input type="checkbox"/>	Copy of their social security card
Step-Children	
<input type="checkbox"/>	Copy of their birth certificate listing your spouse's first and last name
<input type="checkbox"/>	Copy of their social security card
Child under your Legal Guardianship	
<input type="checkbox"/>	Copy of court order/adoption decree naming you as the child's adoptive parent or current legal guardian
<input type="checkbox"/>	Verification of Spouse (see above)
<input type="checkbox"/>	Copy of child's birth certificate
<input type="checkbox"/>	Copy of child's social security card