



# University of Alabama System<sup>®</sup>

*Individually Distinct. Altogether Stronger.*

## Dependent Documentation Requirements

*The following documentation must be uploaded to iSolved or presented to Human Resources when adding a dependent to benefits.*

*Call Human Resources at 205-348-9506 with any questions.*

### 1. Spouse

- A copy of your government-issued marriage certificate **OR**
- A tax return transcript of your most recently filed federal income tax return showing you filed as married, either jointly or separately. The tax return transcript is the only official record of the tax return that you filed with the IRS. A copy of your tax return (Form 1040 or e-file documentation) will not be sufficient. The Form 1040 can be falsified and is not an official record of what was filed with the IRS. You can request a copy of your transcript from the IRS at [www.irs.gov/individuals/get-transcript](http://www.irs.gov/individuals/get-transcript) or by calling the IRS at 800-908-9946. Please submit **ONLY** the first page, showing yours and your spouse's names or the last four digits of their Social Security number and tax filing period. **All other financial information should be blacked out.**

### 2. Dependent Children

1. Biological, Adopted, or Legal Child
  - A copy of the child's birth certificate, naming you and/or your spouse as the child's parent, **OR** appropriate court order granting permanent legal custody/adoption decree naming you and/or your spouse as the child's parent or legal guardian.
2. Stepchild
  - A copy of the child's birth certificate, naming your spouse as the child's parent **AND** a copy of your marriage certificate as proof of the spouse's relationship to the employee
3. Incapacitated Child Who is no Longer a Minor
  - A copy of the child's birth certificate, naming you and/or your spouse as the child's parent, **OR** an appropriate court order granting permanent legal custody or adoption decree naming you or your spouse as the child's parents. **Note:** *If this incapacitated dependent is a stepchild, the documentation listed above for stepchildren will also be required. Eligibility is determined by BCBS and may require additional documentation and for certain standards to be met for approval.*