



**CITY OF SPOKANE
PROOF OF RELATIONSHIP DOCUMENTATION
&
SOCIAL SECURITY CARDS
REQUIRED**



The City of Spokane requires proof of relationship for each dependent that will be covered by our medical and/or dental plan(s).

Documents that will fulfill the proof of relationship requirements are as follows:

Spouse

- Copy of the first page of Federal Income Tax Return Form 1040; financial information and social security numbers may be blocked out.
- Copy of presently valid legal Marriage Certificate/Certificate of Marriage; must include date of marriage
- Copy of presently valid Religious Marriage Certificate; must include date of marriage

Child

- Copy of the first page of Federal Income Tax Return Form 1040; financial information and social security numbers may be blocked out.
- Copy of Certificate of Live Birth showing the parent/child relationship; must include date of birth
- Copy of hospital Certificate of Birth/Birth Certificate showing the parent/child relationship; must include date of birth **(please copy both sides)**
- Copy of an official Court Order (Divorce Decree/Custody Agreement) showing the parent/child relationship
- Copy of Legal Guardianship/Adoption Documents issued by the Court showing the guardian/child relationship

Under the Affordable Care Act (ACA) the City of Spokane has a requirement by law to provide the Internal Revenue Service (IRS) with information about your health care coverage and the individuals that you cover under your plan. Therefore, we require a copy of the Social Security Card for each enrolled dependent.

Documentation may be submitted in a variety of ways:

- Deliver to Employee Benefits; Fourth Floor @ City Hall
- Fax to Employee Benefits @ 509-625-6836
- Send a copy via interoffice mail to Employee Benefits

Please do not send the original documents.

