



# The Coffee Bean & Tea Leaf® Dependent Verification Criteria

Dependent Category	Acceptable Documentation
Team Member's opposite-gender legally married spouse	Copy of marriage certificate (not license)
Team Member's domestic partner or same gender spouse	<p><b>Choose any ONE of the following:</b></p> <ul style="list-style-type: none"> <li>• Signed Domestic Partnership Affidavit</li> <li>• State or municipal domestic partnership</li> <li>• State or municipal domestic partnership registration</li> <li>• State civil union or marriage certificate</li> <li>• Non-US marriage certificate</li> </ul> <p style="text-align: center;"><b>AND</b></p> <p>Proof of Joint Account <i>(See proof of Joint Accounts below)</i></p>
Team Member's child up to age 26	Copy of child's birth certificate (hospital or state/county issued) that indicates name of parents.
Team Members stepchild up to age 26	Copy of child's birth certificate showing relationship to employee's spouse (as required above) and documentation for employee's spouse (as required above)
Child (up to 26) who is legally adopted, or placed for adoption with the Team Member.	Copy of legal adoption or placement documents from applicable court or government agency. If the adoption or placement documents do not indicate birth date, provide a copy of birth certificate required.
Child (up to age 26) for whom the Team Member has legal custody	Copy of court decree granting custody. If the custody documents do not indicate birth date, provide a copy of birth certificate required.





## Proof of Joint Accounts

Proof of Joint Accounts are financial documents issued on a recurring monthly basis that list both the employee and the dependent spouse. Examples include mortgage statements, credit card bills, bank statements, and similar documents, all of which must be recently dated (i.e. within one month of the date the dependent is to be added to the plan). Because it is not uncommon for utility bills to be issued in one person's name, a utility bill is acceptable as a proof of joint ownership if it is issued only in the dependent spouse's name and indicates the employee's address.

Statements issued on a quarterly, semi-annual or annual basis are NOT acceptable as proof of joint ownership. Examples of unacceptable documentation include quarterly automobile insurance premiums, semi-annual financial statements, property tax statements, etc.

Other documents that do not conclusively prove current address, such as copies of drivers' licenses, leases, cell phone bills, etc. are NOT acceptable.

