

## Instructions

Submit copies of all proper documents for each dependent enrolled in the plan, including name, Associate ID, last four digits of SSN, and phone number on the cover page of your submission. Financial information and SSNs may be blacked out except for the last four digits of SSNs. Submit documentation via the following options:

- **Upload** using the online enrollment system at [myACI.Albertsons.com](http://myACI.Albertsons.com). From the **Me** page, click on the **Benefits** tile, then click on the **Pending Actions** tile. Select the name of the family member to whom the documentation applies and follow the onscreen instructions to upload the document.
- **Mail to:**  
Albertsons Companies  
Benefits Service Center  
6080 Tennyson Pkwy, Suite 300  
Plano, TX 75024

All verification documents must be submitted within 31 days of your coverage effective date, or your dependents will be dropped from coverage as of your coverage effective date.

## Resources

You can use the following resources to locate the required documents:

- Office of Vital Statistics: birth, death, marriage, and divorce certificates at [www.vitalchek.com](http://www.vitalchek.com)
- Local County Clerk Office: County-issued birth and/or marriage certificates

## Spouse—Proof of Marital Status Options

*Only a marriage certificate is required if married in the current calendar year.*

### Marriage Certificate

AND

### Proof of Current Joint Financial Dependency

Proof of current joint financial dependency that includes a copy of one of the following that shows both names on the document:

- Mortgage statement
- Credit card statement
- Bank statement
- Utility bill from last three (3) months
- Rental/lease agreement
- Property tax statement from last twelve (12) months
- Active auto insurance policy showing one spouse listed as owner and one as driver

OR

### Last Year's Federal or State Tax Return

1040 Form, e-File Confirmation Page, Tax Preparer's Summary, Federal Return Recap, or Teleflex

- Your tax return showing "married filing jointly" (page 1)

OR

- Your tax return with your and your spouse's name showing "married filing separately"

# Dependent Verification Requirements



| Common Law/Domestic Partner—Proof of Status Options                                                                                          |                                                                                                                                                                                                                                                                                                                                                                    |
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| <b>Declaration of Common Law Marriage or Domestic Partner Affidavit</b><br><br>AND<br><br><b>Proof of Current Joint Financial Dependency</b> | Proof of current joint financial dependency that includes a copy of one of the following that shows both names on the document: <ul style="list-style-type: none"> <li>• Mortgage statement</li> <li>• Credit card statement</li> <li>• Bank statement</li> <li>• Rental/lease agreement</li> <li>• Property tax statement from last twelve (12) months</li> </ul> |

| Parent/Child (Up to Age 26)—Proof of Relationship Status Options   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|--------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>A child's SSN card with the child's name is not acceptable.</i> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Natural Born</b>                                                | One of the following documents showing Associate as the parent: <ul style="list-style-type: none"> <li>• Birth certificate, certificate of live birth, hospital record, or paternity test</li> <li>• Divorce decree (must list dependent's name)</li> <li>• Court child support order (must list dependent's name)</li> <li>• Report of birth abroad of a citizen of the United States of America (issued by the Department of State)</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Child of Domestic Partner</b>                                   | One of the following documents showing domestic partner as the parent: <ul style="list-style-type: none"> <li>• Birth certificate, certificate of live birth, hospital record, or paternity test</li> <li>• Divorce decree (must list dependent's name)</li> <li>• Court child support order (must list dependent's name)</li> <li>• Report of birth abroad of a citizen of the United States of America (issued by the Department of State)</li> </ul> AND<br>Proof of current joint financial dependency that includes a copy of one of the following that shows both names on the document: <ul style="list-style-type: none"> <li>• Mortgage statement</li> <li>• Credit card statement</li> <li>• Bank statement</li> <li>• Rental/lease agreement</li> <li>• Property tax statement from last twelve (12) months</li> <li>• Domestic partner affidavit</li> </ul> |

PARENT/CHILD (UP TO AGE 26)—PROOF OF RELATIONSHIP STATUS OPTIONS CONTINUED ON THE NEXT PAGE →

## Dependent Verification Requirements



### Parent/Child (Up to Age 26)—Proof of Relationship Status Options (continued)

*A child's SSN card with the child's name is not acceptable.*

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|---------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Stepchild</b>          | <p>One of the following documents showing Associate as the parent:</p> <ul style="list-style-type: none"> <li>• Birth certificate, certificate of live birth, hospital record, or paternity test</li> <li>• Divorce decree (must list dependent's name)</li> <li>• Court child support order (must list dependent's name)</li> <li>• Report of birth abroad of a citizen of the United States of America (issued by the Department of State)</li> </ul> <p style="text-align: center;">AND</p> <p>Proof of current joint financial dependency that includes a copy of one of the following that shows both names on the document:</p> <ul style="list-style-type: none"> <li>• Mortgage statement</li> <li>• Credit card statement</li> <li>• Bank statement</li> <li>• Utility bill from the last three (3) months</li> <li>• Rental/lease agreement</li> <li>• Property tax statement from the last twelve (12) months</li> <li>• Active auto insurance policy showing one spouse listed as the owner and one as the driver</li> <li>• Declaration of common law marriage or domestic partner affidavit</li> </ul> |
| <b>Legally Adopted</b>    | <p>Court-approved adoption papers (with signature or seal), including adoption placement agreement and petition of adoption; must include dependent's name</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Legal Guardianship</b> | <p>Court-awarded legal guardianship papers (must list dependent's name) showing:</p> <ul style="list-style-type: none"> <li>• You have been granted guardianship under state law</li> <li>• You (your spouse) are the child's legal guardian</li> <li>• Your signature or court seal/stamp</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Disabled</b>           | <p>Proof of parent/child relationship as listed above</p> <p style="text-align: center;">AND</p> <p>One of the following documents:</p> <ul style="list-style-type: none"> <li>• Disability certificate from the insurance carrier—contact medical carrier for forms; to be eligible to continue, disability had to occur before age 26</li> <li>• Social Security paperwork indicating the dependent is currently receiving disability benefits</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |