# TRS ActiveCare Dependent Documentation Standards

These are the documentation standards reviewed in the TRS ActiveCare verification process.

## Spouse

A spouse must be verified using documentation that meets at least one of the following standards:

1. Marriage Certificate Issued Within the Last 12 Months

   The documentation must include:
   - Employee name
   - Spouse name
   - Marriage date
   - Government-issued marriage certificate
   - Marriage certificate issued within the last 12 months
   - Legible documentation

2. Marriage Certificate and Proof of Joint Ownership*

   The documentation must include:
   - Marriage certificate showing employee name, spouse name, marriage date, and government issuance
   - Proof of joint ownership* showing employee name, spouse name, and an address consistent with the applicable address on file
   - Proof of joint ownership* issued within the last 12 months
   - Legible documentation

   *Joint Ownership Examples
   - Mortgage statement listing both parties as owners
   - Property deed showing joint ownership
   - Home purchase closing documents with both names
   - Vehicle title showing both individuals as owners
   - Joint lease agreement or rental contract
   - Joint bank account statement
   - Joint investment or brokerage account statement
   - Property tax statement listing both owners
   - Homeowners insurance policy showing both parties as named insureds/property owners
   - Manufactured home title showing joint ownership

Generally, the document should:

- Show both names clearly
- Demonstrate current joint ownership or financial responsibility
- Include dates that meet the plan's documentation requirements
- Be legible and complete (all relevant pages)

3. Federal or State Tax Return

   The documentation must include:

   - Employee name
   - Spouse name
   - Applicable filing status
   - Tax return issued within the last tax year
   - Legible documentation
   - REDACT SOCIAL SECURITY NUMBERS – Do not email with SSNs

4. IRS E-File Form 8879

The documentation must include:

- Employee name
- Spouse name
- Form issued within the last tax year
- Legible documentation
- REDACT SOCIAL SECURITY NUMBERS and PINs – Do no email with this info

## Child

A child must be verified using documentation that meets at least one of the following standards:

1. Birth Certificate

   The documentation must include:

   - Dependent name
   - Dependent date of birth
   - Employee and/or spouse name
   - Government-issued birth certificate
   - Legible documentation

2. Federal or State Tax Return

   The documentation must include:

   - Dependent name
   - Employee and/or spouse name
   - Tax return issued within the last tax year
   - Legible documentation
   - REDACT SOCIAL SECURITY NUMBERS – Do not email with SSNs

## Grandchild

A grandchild must be verified using documentation that meets the following standard:

Federal or State Tax Return

The documentation must include:

- Dependent name
- Employee and/or spouse name
- Tax return issued within the last tax year
- Legible documentation