



Dependent Eligibility Verification

When adding dependents to coverage, and to ensure that eligibility is administered in accordance with the governing documents for the plan, employees must provide eligibility verification for dependent. Please review the charts below for acceptable documentation.

Submit your documents using one of the methods below:

Method	Instructions	Timing
Benefits Portal (for fastest results)	<ul style="list-style-type: none"> Log in at digital.alight.com/mauserpackaging Click or tap on the Verify My Dependent Eligibility alert 	Expect a determination within 3 business days , but you can check the status online.
Secure Fax	<ul style="list-style-type: none"> Fax to 1-877-965-9555 (include a Fax cover page and include "Company: Mauser Packaging Solutions") 	Expect a determination within 3 business days , but you can check the status online.
U.S. Mail	<ul style="list-style-type: none"> Dependent Verification Center P.O. Box 1401 Lincolnshire IL 60069-1401 	Expect a determination in the mail within 21 business days .

If you have questions, you can contact the Dependent Verification Center at 1-833-793-0802. Representatives are available Monday through Friday from 9 a.m. to 6 p.m. CT.

Required dependent eligibility documents:

Spouse	
<u>Two documents are required</u> (one from Section A and one from Section B), unless otherwise noted.	
Section A	Section B
<ul style="list-style-type: none"> Government – Issued Marriage Certificate, including date of marriage (no other document from Section B is required if you were married in the past 12 months) 	<ul style="list-style-type: none"> Federal Tax Return within last 2 years that lists your spouse. Current proof of Joint Ownership issued within the last 6 months.

Child	
<u>One document required</u> unless otherwise noted.	
Dependent Type	Document Required
Biological Child	Government-Issued Birth Certificate that includes parents' names
Adopted Child	Government-Issued Birth Certificate or Adoption Certificate or Placement Agreement

Stepchild	Government-Issued Birth Certificate that includes parents' name AND <u>one or both</u> documents from Section A and Section B to verify Spouse
Legal Ward	Government-Issued Birth Certificate AND Court Ordered Document of Guardianship

GLOSSARY

Term	Definition/Description
Birth Certificate	<ul style="list-style-type: none"> • Must include names of parents. Certificates that do not include parents' names will not be accepted. • Hospital-issued birth certificates are only accepted for children who are less than 3 months of age.
Government Issued	<ul style="list-style-type: none"> • An official government record printed on security paper and includes an official raised, embossed, impressed, or multicolor seal.
Proof of Joint Ownership	<ul style="list-style-type: none"> • May include utility bills, mortgage statements, bank statements, credit card statements, current rental/lease agreements (including start and end dates and cannot be month to month) or property tax statements with both parties' names as co-owners. • Proof of joint ownership includes separate documents in participant's name and spouse or partner's name, both showing the same address. • Proof of joint ownership cannot be delinquent or past due.
Child	<ul style="list-style-type: none"> • Birth Certificate listing employee as parent of child • Adoption Certificate • Documentation of Legal Custody/Guardianship • National Medical Support Notice • Hospital Record of Birth within 31 days of child's birth
<p>Special Processing Rules: If the child is a stepchild, the employee MUST provide one of the proof items listed for the child AND the proof item(s) required for the spouse, if not already doing so.</p>	

Failure to comply will result in your dependent being removed from coverage.

If you have questions, please contact your local Human Resources representative for assistance.