


TO: All Regular Full-Time and Extended Part-Time Employees Who Cover Family Members
FROM: Judy DeCoursey 
DATE: February 17, 2009
SUBJECT: Family Member Eligibility Verification Requirements – RIT Benefit Programs

ACTION REQUIRED - Please review this information carefully

The fall benefits open enrollment newsletter included an announcement about eligibility and tax status verification of employee's family members covered under various benefit plans. This new process will help to ensure that only those people who are eligible for benefits are covered and that the proper tax status is applied.

To develop this new verification process, we worked closely with the Benefits Advisory Group (BAG) as well as the Executive Committees of both the Academic Senate and Staff Council. We also presented the details of this new process to the full Academic Senate and Staff Council. We received valuable feedback from each of these groups that helped finalize this new process. In addition, we conducted informal benchmarking to understand how other employers verify eligibility. We learned that many employers consider this a good business practice and have similar verification processes in place, and several others are considering introducing one.

Verification of eligibility is a simple process; copies of the verification documents only need to be provided ***once*** regardless of future benefit plan enrollments (e.g., if you cover your spouse only under dental and later add your spouse to your medical coverage, you will not need to provide another copy of the verification document). Tax status verification for educational benefits purposes needs to be provided annually (refer to page 2 for details).

What You Need to Do

Please review and follow the instructions on the enclosed personalized form; if you determine that you have someone listed who is not eligible, simply note it on the form. We are in an amnesty (i.e., forgiveness) period, so you do not need to worry about informing us about ineligible people at this time. Please note that any tax adjustments required by law will have to be made. The information on the following pages provides details about the necessary documentation and how to obtain replacement documents. Please note that RIT will accept **photocopies** of the verification documents.

You should return the completed form along with photocopies of the verification documents to Human Resources (address on back page) NO LATER THAN June 30, 2009.

Raffle for FREE benefits if you provide your copies by April 30, 2009!!

Raffle for FREE Benefits - Submit Copies by April 30 to be Entered in a Raffle for a "Premium Holiday"

Those employees who submit their completed form and copies by April 30, 2009, will be entered into a raffle to have **two paychecks with NO premium deductions** for medical, dental, vision, spouse life and AD&D, and child life and AD&D. The number of winners will be determined by the number of people who submit their copies by the April 30 deadline - the more people who submit, the more winners there will be — up to 5 winners!

If You Do Not Submit Your Form and Photocopies by June 30, 2009

Coverage will be cancelled effective January 1, 2010 for anyone for whom you have not submitted the appropriate document. Your own coverage and coverage for anyone for whom you have submitted the appropriate document will continue.

Future Changes

If you need to make a change in the future (e.g., you get married and want to add your spouse to your medical and

dental coverage), you will need to submit the documentation when making the change (e.g., provide a copy of your marriage certificate). Please remember that changes must be made within 31 days of the event.

Verifying Tax Status for Educational Benefits

There is a secondary proof required to verify tax-free status for certain benefits. Tuition Waiver for undergraduate study can be provided tax-free for your opposite sex spouse; under federal and New York state law, it cannot be provided tax-free for a same sex spouse or a domestic partner. The Tuition Exchange, Tuition Scholarship and Tuition Waiver benefits for undergraduate courses can be provided tax-free for eligible children whom you claim on your tax return. Proof is required each year to receive this tax-free status (see chart on bottom of page 3 for details).

If you provide educational benefits for eligible family members, you will need to provide the tax status documentation with the 2009-2010 educational benefit form.

For example, if you are providing an undergraduate Tuition Waiver benefit for your eligible child, when you complete the Tuition Waiver Form – Family Member Verification, you should also submit the tax-free status proof. If you do not cover the child under other benefits and therefore did not submit a photocopy of the birth certificate, you should submit that copy as well.

Questions

We believe there will be some common questions. Therefore, we have set up a Frequently Asked Questions (FAQs) page on the HR website at <http://finweb.rit.edu/humanresources/benefits/> and will post common questions there. We will update the page as often as necessary so please check there before contacting Human Resources. If you have a question that is not posted, you can contact us using one of the following options:

- Contact the **Benefits Hot Line** at (585) 475-5877/v and leave a detailed question as well as your name and contact information; or
- Send an e-mail to the **Benefits Electronic Receptionist** at benefits@rit.edu; or
- Call the HR TTY number at (585) 475-2420.

We appreciate your extra efforts to provide the documentation necessary to verify family member eligibility and encourage you to keep this documentation in a safe place for other uses (e.g., passport application, to begin retirement and Social Security payments, for your child’s school or sports team, etc.).

Documentation Information	
Person	Document for Eligibility
Spouse	Marriage certificate issued by local government or by the religious institution where married <i>(NOTE: by submitting a marriage certificate, you are attesting that you continue to be legally married to your spouse and that you are not divorced)</i> <i>or</i> Top half of your federal income tax form identifying employee-spouse relationship
Domestic Partner	RIT Affidavit of Domestic Partnership <i>(NOTE: if you are covering a domestic partner, the affidavit should already be on file so you do not need to provide additional documentation)</i>
Child by birth	Birth certificate that includes parent names <i>or</i> Immigration papers that identify employee-child relationship
Child by adoption	Birth certificate with adoptive parent names <i>or</i> Certified court approved adoption papers with adoptive parent names <i>or</i> Placement letter from court/adoption agency with adoptive parent names
Child by custody or guardianship	Certified court ordered custody/guardianship papers
Stepchild	Birth certificate with parent names (one is employee’s spouse) <i>or</i> Immigration papers that identify parent-child relationship AND Marriage certificate issued by local government or by the religious institution where employee and child’s parent were married

Below are details on the eligibility rules for children followed by information on the taxability of certain benefits. For more details on the taxability rules, refer to the FAQ section on the HR website as noted on page 2.

Child Eligibility Rules⁽¹⁾			
If Child Is	Medical, Dental, Vision	Child Life, Child AD&D	Tuition Exchange, Tuition Scholarship, Tuition Waiver
Employee's tax dependent	Yes	Yes	Yes
Not employee's tax dependent	No	No	Yes
Domestic Partner's tax dependent	Yes	No	Yes
Not Domestic Partner's tax dependent	No	No	Yes
Married	No	No	Yes
Natural-born child	Yes	Yes	Yes
Legally adopted child	Yes	Yes	Yes
Stepchild	Yes	No	Yes
Domestic Partner's child	Yes	No	Yes
Foster child ⁽¹⁾	Yes	No	No
Child for whom you are legal guardian and who lives with you in a child-parent relationship ⁽²⁾	Yes	No	No
Under age 19	Yes	Yes	Yes
Age 19 to under age 23 and full-time student ⁽²⁾	Yes	Yes	Yes
Age 23 to under age 26 and full-time student ⁽²⁾	Yes	No	Yes
Age 19 to under age 26, living at home, claimed on your tax return, no coverage from his/her employer ⁽³⁾	Yes	No	Yes
Age 19 and over and handicapped	Yes	Yes	Yes
Under age 30	No	No	Yes

(1) employee must meet plan's eligibility requirements

(2) additional paperwork required

(3) annual verification process each fall

Tax-Free Benefits For Child

In addition to verification of eligibility, in order to receive certain benefits tax-free, you need to submit additional documentation as follows. This documentation will need to be supplied annually when you complete the applicable educational benefit form. If it is not supplied on a timely basis, the benefit will be treated as taxable income to the employee.

Benefit	Documentation
Tuition Exchange Tuition Scholarship Tuition Waiver	Complete the necessary tuition form and submit with a photocopy of the top half only (above the Income section) of your prior year's federal income tax form showing the child as a tax dependent. <i>(NOTE for RIT Tuition Waiver: verification is only needed for undergraduate classes; graduate classes (if eligible) are subject to tax regardless of the child's tax dependent status.)</i>

Tax-Free Benefits for Domestic Partner or Same Sex Spouse

Generally, benefits provided for a domestic partner or same sex spouse will be taxable. In addition to verification of eligibility, in order to receive certain benefits tax-free, you need to submit additional documentation as follows.

Benefit	Documentation
Medical Dental Vision	Submit a copy of the top half only (above the Income section) of your federal income tax form showing the domestic partner as a tax dependent.

How to Obtain Replacement Documents for Family Member Eligibility

An official certificate of every birth and marriage should be on file in the locality where the event occurred. The Federal Government does not maintain files or indexes of these records. These records are filed permanently in a State vital statistics office or in a city, county, or other local office. To obtain a certified copy of a certificate, write or go to the vital statistics office in the State or area where the event occurred.

Or, to find out where to write or call, check out the National Center for Health Statistics at <http://www.cdc.gov/nchs/howto/w2w/w2welcom.htm>.

For Those Born in Monroe County

The following information is from the Monroe County website (<http://www.monroecounty.gov/health-birthdeathrecords.php>).

If you need a birth certificate for someone who was born in Monroe County, see below on how to order a birth certificate.

Office of Vital Records

111 Westfall Rd. Rm. 147
P.O. Box 92832
Rochester, NY 14692
Phone: 585 753-5141
Fax: 585 753-5961
Hours: 8:30 a.m. until 4:25 p.m. (Monday through Friday)

Requests By Mail

To request a Birth Certificate by mail, please include the following information in your letter of request:

- Birth name, date and place of birth
- Father's name and mother's maiden name
- Your relationship to the person of birth
- What the record is needed for
- \$30 (per copy) check or money order, payable to Monroe County

Requests By Phone

Requests for a Birth certificate by telephone from an authorized person, using a major credit card, can be placed by calling 585 427-2412. There is an additional \$6 processing fee per order for this service.

Online Requests

To order a Birth or Marriage certificate online, go to http://www.vitalchek.com/agency_locator.aspx?providerid=11160.

Once you have obtained the document, simply submit a photocopy of it to Human Resources along with the enclosed personalized form.

RIT Human Resources

Interoffice: 5th floor, Eastman Building

U.S. Mail: 8 Lomb Memorial Drive
Rochester, NY 14623-5604