



Here is a list of acceptable documents you can submit to verify your dependent(s).

How to verify benefit eligibility for my Spouse or Domestic Partner?

OPTION 1 - You will need to provide two documents to verify your spouse/domestic partner

1. One document from the list below:
 - Marriage Certificate
 - Amy's Kitchen Domestic partner [affidavit form](#)
 - Declaration of Domestic Partnership

AND

2. One document from the list below (employee and spouse/domestic partner names must appear together on these documents)
 - 2024 tax year - Joint Federal or State Tax Return
 - Joint Automobile Registration (dated within the last 6 months)
 - Joint Auto Insurance Statement (dated within the last 6 months)
 - Joint Homeowners Insurance Statement (dated within the last 6 months)
 - Joint Rental/Lease Agreement (dated within the last 6 months)
 - Property Appraisals from City, County, or Census Geographic Units (dated within the last 6 months)
 - Joint School Taxes (dated within the last 6 months)
 - Joint Deed (dated within the last 6 months)
 - Joint Mortgage Statement (dated within the last 6 months)
 - Joint Credit Card Statement (dated within the last 6 months)
 - Joint Car Note dated within the last 6 months)
 - Joint Bank Statement (dated within the last 6 months)
 - Joint Loan (dated within the last 6 months)
 - Joint Utility Bill (dated within the last 6 months)
 - OR Driver's license of the spouse/domestic partner with the same address as the employee has in UKG

OPTION 2 - All three documents from the list below

1. Marriage Certificate
2. 2024 Joint 4868 Federal Extension
3. 2023 Years Federal or State Tax Return

For Newly Married Couple – married in last 12 months, from July 1, 2025

- Marriage Certificate needed only



How to verify benefit eligibility for my Child?

Provide only one document from the list below

- Birth Certificate
- Official Hospital Record
- Official Paternity Test
- Verification or certification of birth facts
- Approved Adoption Papers
- Adoption Placement Agreement
- Petition for Adoption
- Foreign Country Adoption Papers
- Report of birth abroad
- Divorce Decree
- State affidavit of parentage or paternity
- Court-approved child Support Order
- Court-awarded custody or Guardianship Papers
- Foster Care Papers

How to verify benefit eligibility for my Stepchild/Child of my Domestic Partner?

You will need to provide three forms of documentation to verify eligibility for a stepchild/domestic partner child

1. Stepchild's Birth Certificate
2. One document from the list below
 - Marriage Certificate to verify that the employee's spouse is the parent listed on the stepchild's birth certificate
 - Amy's Kitchen Domestic Partner [affidavit form](#) to verify that the employee's domestic partner is the parent listed on the stepchild's birth certificate

AND

3. One document from the list below (employee and spouse/domestic partner names must appear together on these documents)
 - 2024 tax year - Joint Federal or State Tax Return (This document applies when the employee's spouse is the stepchild's parent)
 - Joint Automobile Registration (dated within the last 6 months)
 - Joint Auto Insurance Statement (dated within the last 6 months)
 - Joint Homeowners Insurance Statement (dated within the last 6 months)
 - Joint Rental/Lease Agreement (dated within the last 6 months)
 - Property Appraisals from City, County, or Census Geographic Units (dated within the last 6 months)
 - Joint School Taxes (dated within the last 6 months)
 - Joint Deed (dated within the last 6 months)
 - Joint Mortgage Statement (dated within the last 6 months)
 - Joint Credit Card Statement (dated within the last 6 months)
 - Joint Car Note (dated within the last 6 months)
 - Joint Bank Statement (dated within the last 6 months)
 - Joint Utility Bill (dated within the last 6 months)
 - Joint Loan (dated within the last 6 months)
 - OR Driver's license of the spouse/domestic partner with the same address as the employee has in UKG