

SPARC
SIMON PROPERTIES AUTHENTIC RETAIL CONCEPTS

HEALTHY
Living

AÉROPOSTALE *Brooks Brothers* EDDIE BAUER  FOREVER 21 LUCKY*BRAND NAUTICA 

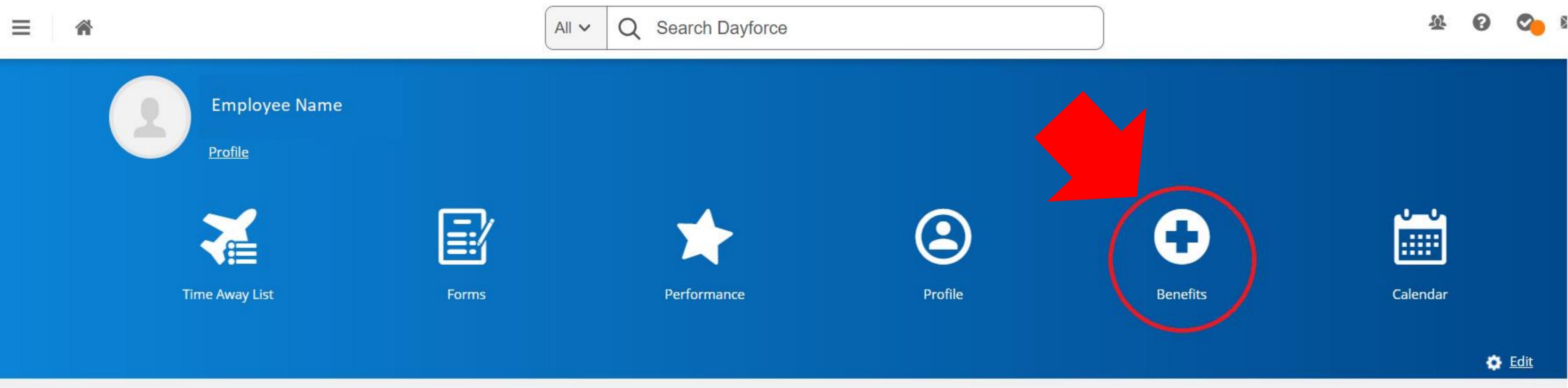
DEPENDENT VERIFICATION

Step-by-Step Guide



STEP 1

- Within your User Role in Dayforce, Select the “**Benefits**” Icon.



BE HEALTHY

BUILD BALANCE

LIVE WELL

PROTECT YOUR FUTURE

SAVE MORE

STEP 2

➤ Select the “Dependent Verification” tab on the top bar of the page.

Overview History Current Elections Forms **Dependent Verification**

Save Refresh

In Progress

You have requested to cover one or more of your dependents within a benefit option.

Please submit the required supporting documentation for those dependents on or before the Due Date.

Examples of supporting documentation for each dependent relationship can include:

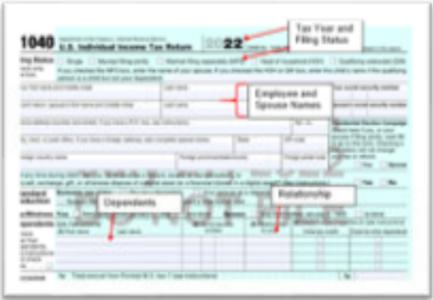
- Spouse - Marriage Certificate, most recent year’s 1040 Married Filing Jointly federal tax return, proof of common residence (example: a utility bill), proof of financial interdependency (example: a shared bank statement. Black out financial information)
- Domestic Partner - certificate/card of state-registered domestic partnership
- Child(ren) - Birth certificate, Certificate or decree of adoption, Court-ordered parenting plan, National Medical Support Notice, Original Foster child certification

Name	Relationship	Status	Due Date	Documentation	Comments

Dependents that require verification will be listed in the chart.

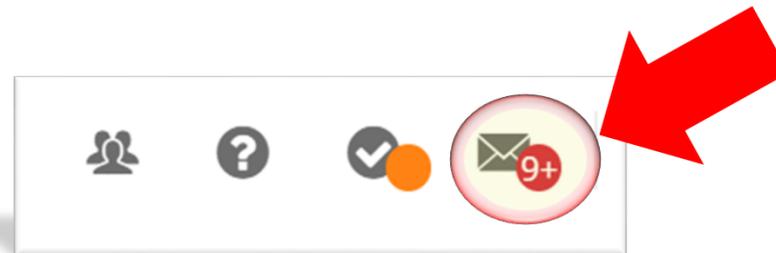
STEP 3

- Select Upload Documents for those dependents in Pending status and upload the appropriate documentation.
- Refer to the SPARC Group Verification Requirements document to determine which documentation to upload.

SPARC GROUP VERIFICATION REQUIREMENTS	
Eligibility Requirements	Acceptable Supporting Documentation
<p>SPOUSE Your legal spouse</p> <p><i>Sample Federal 1040 Form</i></p>  <p><i>Please mark out SSN's and Financial Info</i></p>	<p>SUBMIT TWO DOCUMENTS - Submit one from PROOF A AND one from PROOF B:</p> <p>PROOF A: (to show event occurred)</p> <ul style="list-style-type: none"> Valid legal or religious marriage certificate, which must include: <ul style="list-style-type: none"> Name of the employee and spouse Date of marriage Certifier's signature/official seal Presently valid state-issued certificate, declaration, or registration of common law or informal marriage (in applicable states) which must include: <ul style="list-style-type: none"> Name of the employee and spouse Date of informal marriage Certifier's signature/official seal Legal household/family registry; must show spousal relationship <i>(This is only acceptable if you were married outside the U.S. and do not have a marriage certificate.)</i> <p>AND PROOF B: (to show current relationship status) <i>(Employees married within the last 12 months do not need to provide Proof B.)</i></p> <ul style="list-style-type: none"> Your Federal 1040 or State income tax return, which must: <ul style="list-style-type: none"> Be from 2022 or 2023 tax year Contain name of employee and spouse Indicate married filing jointly or married filing separately <i>(Only the page listing filing status and exemptions is required-see sample. Form 887-9, the first page of E-Files are not accepted.)</i> Utility bill, which must: <ul style="list-style-type: none"> Be dated within the last 12 months Contain name of employee and spouse as joint owners Contain name of utility company Document from a bank account or financial institution, which must: <ul style="list-style-type: none"> Be dated within the last 12 months Contain name of employee and spouse as joint owners of the account Contain name of financial institution Insurance document such as homeowner, renter, or automobile, which must: <ul style="list-style-type: none"> Be dated within the last 12 months Show employee and spouse as joint account owners (Individuals listed as "drivers" on automobile insurance documents do not prove joint account ownership) Contain name of insurance company Mortgage document or current lease, which must: <ul style="list-style-type: none"> Be dated within the last 12 months Contain name of employee and spouse as joint owners or joint renters Contain name of mortgage company, landlord, or rental company Valid vehicle registration, which must: <ul style="list-style-type: none"> Be dated within the last 12 months Contain name of employee and spouse as joint owners Contain name of state or county in which issued

STEP 4

- Employees will receive status updates throughout the Dependent Verification process.
- Notifications will be available in your Dayforce Message Center and sent to the email address on file.
- To access your Message Center, click the envelope icon at the top right of your Dayforce homepage.



STEP 5

- The status will remain pending until the required documents are uploaded and approved in Dayforce.

❑ Pending Dependent Verification

i Important: You must provide verification documentation for your dependent.

From: SysAdmin
To: Rinehimer, David



Your dependent is pending verification. Please review the details below and be sure to submit proper verification documentation for your dependent on or before the listed due date.

Employee Name: 

Employee Number: 

Dependent Name: 

Dependent Relationship: Child

Dependent Verification Status: Pending

Due Date: 9/1/2024

Comment:

Plan Options:

- 1. Essential CDHP Employee + Employee's Child (No DP)

❑ Approved Dependent Verification

i Good News! Dependent Verification has been Approved for your dependent.

From: SysAdmin
To: Rinehimer, David

The dependent verification process is completed for the dependent listed below.

Employee Name: 

Employee Number: 

Dependent Name: 

Dependent Relationship: Child

Dependent Verification Status: Approved