



AT&T DEPENDENT VERIFICATION CENTER
P.O. BOX 1415
LINCOLNSHIRE, IL 60069-1415
Return Service Requested

10/26/2017

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SALLY TEST
123 MAIN STREET
ALBANY, NY 12201

TIME SENSITIVE MATERIALS ENCLOSED

DEPENDENT VERIFICATION - ACTION REQUIRED

In May of this year, we sent you several communications, including email and U.S. mailings, informing you that your dependent(s) required verification to remain eligible for health benefits at AT&T. Because you did not respond to these requests to verify your dependent(s), your dependents were dropped from your health benefits effective August 1, 2017.

Due to an administrative error, it is possible that you were not notified via U.S. mail of this request. This error only applied to notifications that were sent via U.S. mail. You should have received the emails. As a result, we are providing an opportunity to submit the necessary documentation by November 30, 2017. If the dependent's eligibility is verified, you may have the option to have your dependent(s)' coverage reinstated retroactively; however, payment for back premiums would be required. **Please refer to the steps below for instructions.** If you do not want to have your dependents added back to your health benefits, no further action is required.

If you elect to add your dependent(s) to coverage during annual enrollment, you will be required to provide eligibility documentation before their coverage begins. A verification package will be mailed following the close of annual enrollment in mid to late November.

Your dependents may be eligible for COBRA. If you have experienced a COBRA qualifying event in the past 60 days, such as divorce, please contact the AT&T Benefits Center at 1-877-722-0020 to notify them of this change and initiate COBRA eligibility.

Important Note: Providing false statements, altered documents or intentionally enrolling an ineligible dependent in an AT&T benefit plan or program constitutes fraud, and is a violation of the Code of Business Conduct, and could lead to disciplinary action up to and including termination.

STEP ONE: Review the list of dependents listed below and match each of them to the eligible dependent types listed on the Eligibility Rules page of this document. **NOTE: Biological and adopted children will not be required to verify and are not included in the dependent list below.** For dependents shown as "Verified", no further action is needed. Refer to your Summary Plan Description for complete dependent eligibility rules and definitions.

STEP TWO: Once you have matched your unverified dependents to their appropriate dependent type, gather all necessary documentation and review the verification tips on the back of this page.

STEP THREE: For accelerated determination, submit your documents to the Dependent Verification Center via online upload with your personal computer or smart phone:

Secure Online Upload: resources.hewitt.com/att (This is the most efficient option to submit documentation. Allow 3 days for documentation to be reviewed; you can view your verification status online.)

You may also submit your documents via secure fax with the enclosed fax cover page or mail:

Secure Fax: 1-877-965-9555 (Allow 5 days for documentation to be reviewed; you can view your verification status online.)

Mail: AT&T Dependent Verification Center, PO Box 1401, Lincolnshire, IL 60069-1401 (Allow 21 days from date documentation is mailed for documentation to be reviewed and a response to be received via US mail.)

STEP FOUR: The Dependent Verification Center will review your submitted documentation; you can log into our online portal to view your status. We will also notify you of your status via U.S. mail.

VERIFICATION TIPS:

- Proof of joint ownership with both parties' names as co-owners issued within the last 12 months includes: mortgage statement, credit card statement, bank statement, rental/lease agreement or property tax statement.
- Proof of financial interdependency with both parties' names as co-owners issued within the last 12 months includes: bank statement or credit card statement.
- Proof of residency issued within the last 12 months includes: mortgage statement, bank statement, credit card statement or property tax statements.
- Send only the first page of your prior year Federal Tax Return (Form 1040) that shows your dependents.
- If you are mailing documentation, **do not send original documents.**

IMPORTANT: Black out all financial information, account numbers and Social Security numbers on tax return, mortgage statements, credit card statements, etc.

For More Information:

Visit resources.hewitt.com/att and click the Dependent Verification link to check your verification status, view notices, upload documentation, view our Security and Privacy policy and more. If you have questions about the verification process, you can access our FAQ online or pose a question to a Dependent Verification representative via our secure mailbox. You can also contact the AT&T Benefits Center Dependent Verification Team at 1-877-722-0020 and follow the prompts for dependent verification. Representatives are available Monday - Friday from 7 a.m. to 7 p.m. Central Time.

Go Paperless!

If you would like to receive paperless notices in the future, please visit the Dependent Verification Portal site and enroll in paperless. You'll have convenient and secure access to all notices and will get more timely notifications. You will receive email notification when a new notice is ready to review. If you change your mind, you can return to paper notices at any time by changing your preference online.

For complete details about the terms of your benefit plans, please consult the plan's Summary Plan Description, any Summaries of Material Modification, and/or the plan document. In the event of a conflict between the information in this letter and the information located in the official plan documents, the official plan documents shall control.

NOTE: Biological and adopted children will not be required to verify and are not included in the dependent list below.

*******IMPORTANT: Deadline to verify this dependent for the plan(s) below is 11/30/2017*******

**Eligibility in one or more of the following: Medical, HRA,
and/or CarePlus**

Not verified

This list represents the status of each of your dependents as of the date of this letter. Any more recent activity will not be reflected. Please note you will be notified by mail of the results generally within 10-14 days after your documentation is received. You may also visit the website to view the results which are generally available within 3-5 business days of faxing or uploading your documents.

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PLEASE RETURN THIS PAGE BY MAIL OR FAX
YOU MAY USE THE FORM BELOW AS A COVER PAGE WHEN SUBMITTING BY FAX

Cover page should only enclose information for the specified employee.

Fax



To: **AT&T Dependent Verification
Center**

From: **Sally Test**

Fax: **(877) 965-9555**

Pages:

Phone:

Date:

Re: **2324189**

Company: **AT&T**

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ELIGIBILITY RULES AND DOCUMENTATION REQUIRED

Below is a list of eligibility rules and documents required to verify the eligibility of each dependent. In some cases, at least TWO forms of documentation are required. Please read carefully.

Legal Spouse

Medical, HRA, Dental, Vision, CarePlus,
Life Insurance andlor AD&D

- Must be the employee's legal spouse

Document(s) Required for Verifying Eligibility:

Federal or State Tax Return from your most recent tax year showing "married filing jointly" or "married filing separately" with spouse's name indicated

or

Proof of Joint Ownership or Joint Accounts issued Within Past 12 Months

Common-Law Spouse

Medical, HRA, Dental, Vision, Care Plus,
Life Insurance andlor AD&D

- Must be the employee's common-law spouse

Document(s) Required for Verifying Eligibility:

Documentation that you meet the Common-Law Marriage rules in your state and Proof of Joint Ownership or Joint Accounts Issued Within Past 12 Months

Domestic Partner

Medical, HRA, Dental, Vision, Care Plus,
Life Insurance andlor AD&D

- Must be the employee's domestic partner

Document(s) Required for Verifying Eligibility:

Notarized Affidavit of Domestic Partnership, Proof of Residency, and Proof of Financial Interdependency

**If you have one document that satisfies both proof of residency and proof of financial interdependency requirements, you can send that one document along with the affidavit to verify eligibility.*

Legally Recognized Partner

Medical, HRA, Dental, Vision, Care Plus,
Life Insurance andlor AD&D

- Must be the employee's legally recognized partner (LRP)

Document(s) Required for Verifying Eligibility:

Proof of Financial Interdependency

or

Proof of Joint Ownership or Joint Accounts issued Within Past 12 Months

Biological Child of the Employee

Medical, HRA, and/or CarePlus

- Must be under the age of 26

Dental and/or Vision

- Must be 25 or under in the current calendar year

Life Insurance and/or AD&D

- Must be 25 or under in the current calendar year

Document(s) Required for Verifying Eligibility:

Not subject to re-verification at this time. Eligibility rules and requirements still apply.

Disabled Biological Child - Medical, HRA, and/or CarePlus

- Must be age 26 or older
- Must be medically certified as disabled
- Must be financially dependent on the employee

Document(s) Required for Verifying Eligibility:

Not subject to re-verification at this time. Eligibility rules and requirements still apply.

Disabled Biological Child

Must be medically certified as disabled

Document(s) Required for Verifying Eligibility:

Not subject to re-verification at this time. Eligibility rules and requirements still apply.

Dental and/or Vision

- Must be age 23 or older

Life Insurance and/or AD&D

- Must be age 25 or older

Adopted Child of the Employee

Medical, HRA, and/or CarePlus

- Must be under the age of 26

Dental and/or Vision

- Must be 23 or under in the current calendar year

Life Insurance and/or AD&D

- Must be 25 or under in the current calendar year

Document(s) Required for Verifying Eligibility:

Not subject to re-verification at this time. Eligibility rules and requirements still apply.

Disabled Adopted Child - Medical, HRA, and/or CarePlus

- Must be age 26 or older
- Must be medically certified as disabled
- Must be financially dependent upon the employee

Document(s) Required for Verifying Eligibility:

Not subject to re-verification at this time. Eligibility rules and requirements still apply.

Disabled Adopted Child

Must be medically certified as disabled

Document(s) Required for Verifying Eligibility:

Not subject to re-verification at this time. Eligibility rules and requirements still apply.

Dental and/or Vision

- Must be age 23 or older

Life Insurance and/or AD&D

- Must be age 25 or older

Step Child, Child of a Domestic Partner, or Child of a Legally Recognized Partner

Medical, HRA, and/or CarePlus

- Must be under the age of 26

Document(s) Required for Verifying Eligibility:

Proof of Relationship

**Proof of relationship consists of the same documentation required to verify the dependent's biological parent (see Legal Spouse, Common-Law Spouse, Domestic Partner and Legally Recognized Partner requirements).*

Dental and/or Vision

- Must be 23 or under in the current calendar year
- Must reside with the employee

Document(s) Required for Verifying Eligibility:

Federal or State Tax Return from your most recent tax year claiming child as a dependent and Proof of Relationship

Life Insurance and/or AD&D

- Must be 25 or under in the current calendar year
- Must reside with the employee

**Proof of relationship consists of the same documentation required to verify the dependent's biological parent (see Legal Spouse, Common-Law Spouse, Domestic Partner and Legally Recognized Partner requirements).*

Disabled Step Child, Child of a Domestic Partner and Child of a Legally Recognized Partner

- Must be medically certified as disabled
- Must reside with the employee

Document(s) Required for Verifying Eligibility:

Federal or State Tax Return from your most recent tax year claiming child as a dependent and Proof of Relationship

Medical, HRA, and/or CarePlus

- Must be age 26 or older
- Must be financially dependent on the employee

**Proof of relationship consists of the same documentation required to verify the dependent's biological parent (see Legal Spouse, Common-Law Spouse, Domestic Partner and Legally Recognized Partner requirements).*

Dental and/or Vision

- Must be age 23 or older

Life Insurance and/or AD&D

- Must be age 25 or older

Legal Guardian Child

The child's court-appointed guardian must be the employee, employee's spouse, domestic partner or legally recognized partner

Medical, HRA, and/or CarePlus

- Must be under the age of 26

Document(s) Required for Verifying Eligibility:

Documentation of Court-Ordered Legal Guardianship or other similar relationship, such as Texas Conservator Papers

**If the child's date of birth is not included on court documents, must also submit the child's Government-issued Birth Certificate*

The child's court-appointed guardian must be the employee, employee's spouse, domestic partner or legally recognized partner.

Dental and/or Vision

- Must be 23 or under in the current calendar year
- Must reside with the employee

Document(s) Required for Verifying Eligibility:

Documentation of Court-Ordered Legal Guardianship or other similar relationship, such as Texas Conservator Papers and Federal or State Tax Return from your most recent tax year Claiming Child as a Dependent

**If the child's date of birth is not included on court documents, must also submit the child's Government-issued Birth Certificate*

Life Insurance and/or AD&D

- Must be 25 or under in the current calendar year
- Must reside with the employee

Disabled Legal Guardianship Child - Medical, HRA, and/or CarePlus

- Must be age 26 or older
- The child's court-appointed guardian must be the employee, employee's spouse, domestic partner or legally recognized partner.
- Must be medically certified as disabled
- Must be financially dependent upon the employee
- Must reside with the employee

Document(s) Required for Verifying Eligibility:

Documentation of Court-Ordered Legal Guardianship or other similar relationship, such as Texas Conservator Papers and Federal or State Tax Return from your most recent tax year Claiming Child as a Dependent

**If the child's date of birth is not included on court documents, must also submit the child's Government-issued Birth Certificate*

Disabled Legal Guardianship Child

The child's court-appointed guardian must be the employee, employee's spouse, domestic partner or legally recognized partner

- Must be medically certified as disabled
- Must reside with the employee

Document(s) Required for Verifying Eligibility:

Documentation of Court-Ordered Legal Guardianship or other similar relationship, such as Texas Conservator Papers and Federal or State Tax Return from your most recent tax year Claiming Child as a Dependent

**If the child's date of birth is not included on court documents, must also submit the child's Government-issued Birth Certificate*

Dental and/or Vision

- Must be age 23 or older

Life Insurance and/or AD&D

- Must be age 25 or older

Class Two Dependent

Medical, HRA, Dental, Vision, CarePlus, Life Insurance and/or AD&D

- Must be related to the employee
- Must be financially dependent on the employee
- The dependent may not make more than \$8,800 in the current calendar year
- Must reside with the employee or in a household provided by the employee

Document(s) Required for Verifying Eligibility:

Not subject to re-verification at this time. Eligibility rules and requirements still apply.