

## Steps to Enroll a Second Domiciled Adult

The following steps should be taken to include a Second Domiciled Adult (SDA), and children of an SDA if applicable, on your health and dependent life coverage.

1. Thoroughly review the eligibility section of the “Health Benefits Plan SPD” located on the Human Resources website.
2. Complete the [Second Domiciled Adult: Affidavit of Eligibility](#) form, sign it, and submit it along with 2 recent documents showing that your SDA’s current address is the same as yours. The completed Affidavit and all supporting documents must be returned to the Benefits Department within 31 days from the date of your SDA’s eligibility. If you fail to provide the required documents by the 31 day deadline, you will not be allowed to enroll the SDA until the next annual open enrollment period or unless you experience one of the qualifying events detailed in the “Health Benefits Plan SPD”.
3. If you enroll a Related SDA, there will be no additional taxation. However, if you enroll an Unrelated SDA or enroll the children of a Related or Unrelated SDA, there may be additional taxation unless you certify that the Unrelated SDA and SDA’s children qualify for tax-favored health benefits using the [Declaration of Tax Status](#) form. If a “Declaration of Tax Status” is not filed, the coverage of your Unrelated SDA and all children of SDAs will result in additional taxation as detailed in the “Health Benefits Plan SPD”.

Your SDA and children of your SDA (as applicable) will be enrolled in the same benefit plans as you.

Please contact the Benefits Department at ext. 28232 if you have any questions.

## Steps to Enroll a Civil Union Spouse

The following steps should be taken to include a Civil Union Spouse, and children of a Civil Union Spouse if applicable, on your health and dependent life coverage.

1. Complete the [Second Domiciled Adult: Affidavit of Eligibility](#) form, sign it, and submit it along with a valid Civil Union Certificate. The completed Affidavit and all supporting documents must be returned to the Benefits Department within 31 days from the date of your Civil Union Spouse’s eligibility. If you fail to provide the required documents by the 31 day deadline, you will not be allowed to enroll the Civil Union Spouse until the next annual open enrollment period or unless you experience one of the qualifying events detailed in the “Health Benefits Plan SPD”.
2. Please be aware that taxation differences may apply. If your Civil Union Spouse or children of your Civil Union Spouse qualify for tax-favored health benefits, you must submit a completed [Declaration of Tax Status](#) form. If a “Declaration of Tax Status” is not filed, the coverage of your Civil Union Spouse and all children of your Civil Union Spouse will result in additional taxation.

For additional questions related to the tax implications, please consult your tax advisor.

Your Civil Union Spouse and children of your Civil Union Spouse (as applicable) will be enrolled in the same benefit plans as you.

Please contact the Benefits Department at ext. 28232 if you have any questions.