



SAINT LOUIS UNIVERSITY
—
HUMAN RESOURCES

Saint Louis University Dependent Verification Documents Open Enrollment Only

In order to process your medical enrollment for dependents that you wish to enroll for the first time, please provide the following documents to the Benefits Office. Eligible spouses and children cannot be added to your SLU medical plan coverage without being verified. For your convenience, you may scan and email them to benefits@slu.edu or fax to [314-977-1785](tel:314-977-1785).

***Spouse coverage:** Please provide the following documents:

- 1.) Spousal Healthcare Affidavit form,
- 2.) Copy of your marriage certificate, and **one** of the following;
- 3.) Copy of the front page of your most recent jointly filed tax return. You may strike any financial information, **or**;
- 4.) Copy of a household bill within the past 60 days which shows both of your names. You may strike bill amount.

***For newly married employees (within the last 31 days), only a marriage certificate is required.**

**** Please note, spouses with qualified group medical insurance through their own employer are not eligible for coverage under Saint Louis University's medical insurance. This does not impact eligibility for dental, vision or accident coverages nor does it apply towards dependent children.**

****Children coverage:** Please provide one of the following:

- 1.) Copy of birth certificate for each dependent child, or
- 2.) Adoption Records.

****For newborns (within 31 days of birth), a Certificate of Live Birth is required.**