

## **ACSHIC Audit Documentation**

### **Spouse:**

- **Option 1:**

- Marriage Certificate
- Updated Social Security Card

**PLUS**

- Employees most recent Federal Tax Return  
Page 1 and 2 including signatures  
“Mark Out” all financial information & social security numbers

- **Option 2:**

- Marriage Certificate
- Updated Social Security Card

**PLUS**

- Proof of joint ownership  
Current copy of a mortgage statement; bank statement, utility bill or rental or lease agreement – Documents must show both the employee and spouse’s names.

- **Option 3:**

Newly married couples (less than 6 months)

- Marriage Certificate
- Updated Social Security Card

### **Children:**

- Biological: Copy of Birth Certificate showing the employee as parent.
- Adopted: Copy of Court Order of Adoption listing the name of employee or spouse; name of the child, and Judge’s signature and court seal.
- Stepchild: Copy of the birth certificate listing the spouse as parent. If the spouse is not on the Employer sponsored plan, a copy of the marriage certificate is also required.
- Permanent Legal Guardianship: Copy of court documents adoption listing the name of employee or spouse; name of the child, and Judge’s signature and court seal.