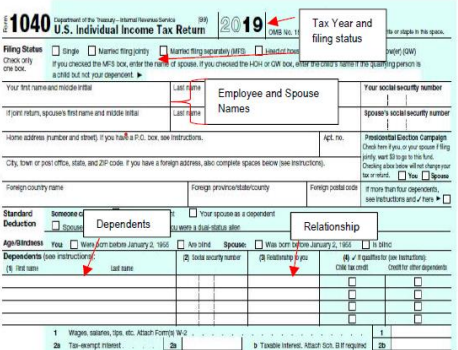


ARKEMA VERIFICATION REQUIREMENTS

When submitting supporting documentation:

- ✓ Mark out all confidential information such as financial data and social security numbers.
- ✓ Send only copies. Documentation submitted will not be returned.
- ✓ If a document is two-sided or multiple pages, ensure you copy both sides and all pages of the document.
- ✓ If a document is not in English, you may be requested to supply an official English translation of the document and a copy of the original document.

Eligibility Requirements	Acceptable Supporting Documentation
<p><u>SPOUSE</u> Your legal spouse</p> <p align="center">Sample Federal 1040 Form</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><u>PROOF A: (to show event occurred)</u></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><u>AND PROOF B: (to show current relationship status)</u> <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 dated within the last 2 years ○ 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.)</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
<u>Domestic Partner / Civil Union Partner</u>	<p>SUBMIT TWO DOCUMENTS - Submit the Affidavit AND the Declaration of tax status from PROOF A AND one from PROOF B: <u>In addition to the Affidavit of Domestic Partnership or Civil Union</u></p> <p><u>PROOF A: (to show event occurred)</u></p> <ul style="list-style-type: none"> • Affidavit of Domestic Partnership, Civil Union Registration, which must include: <ul style="list-style-type: none"> ○ Name of the employee and partner ○ Date of domestic partnership or civil union <p>AND the Declaration of Tax Status of your Dependents form</p>

Eligibility Requirements

Sample Federal 1040 Form

The image shows a sample of the 2019 U.S. Individual Income Tax Return (Form 1040). Key features include:

- Line 19:** Tax Year and filing status, set to 2019.
- Line 1:** Your social security number, with a red arrow pointing to the number.
- Line 2a:** Tax-exempt interest, with a red arrow pointing to the field.
- Line 2b:** Tax-exempt interest, with a red arrow pointing to the field.
- Line 2c:** Tax-exempt interest, with a red arrow pointing to the field.
- Line 2d:** Tax-exempt interest, with a red arrow pointing to the field.
- Line 2e:** Tax-exempt interest, with a red arrow pointing to the field.
- Line 2f:** Tax-exempt interest, with a red arrow pointing to the field.
- Line 2g:** Tax-exempt interest, with a red arrow pointing to the field.
- Line 2h:** Tax-exempt interest, with a red arrow pointing to the field.
- Line 2i:** Tax-exempt interest, with a red arrow pointing to the field.
- Line 2j:** Tax-exempt interest, with a red arrow pointing to the field.
- Line 2k:** Tax-exempt interest, with a red arrow pointing to the field.
- Line 2l:** Tax-exempt interest, with a red arrow pointing to the field.
- Line 2m:** Tax-exempt interest, with a red arrow pointing to the field.
- Line 2n:** Tax-exempt interest, with a red arrow pointing to the field.
- Line 2o:** Tax-exempt interest, with a red arrow pointing to the field.
- Line 2p:** Tax-exempt interest, with a red arrow pointing to the field.
- Line 2q:** Tax-exempt interest, with a red arrow pointing to the field.
- Line 2r:** Tax-exempt interest, with a red arrow pointing to the field.
- Line 2s:** Tax-exempt interest, with a red arrow pointing to the field.
- Line 2t:** Tax-exempt interest, with a red arrow pointing to the field.
- Line 2u:** Tax-exempt interest, with a red arrow pointing to the field.
- Line 2v:** Tax-exempt interest, with a red arrow pointing to the field.
- Line 2w:** Tax-exempt interest, with a red arrow pointing to the field.
- Line 2x:** Tax-exempt interest, with a red arrow pointing to the field.
- Line 2y:** Tax-exempt interest, with a red arrow pointing to the field.
- Line 2z:** Tax-exempt interest, with a red arrow pointing to the field.

Please mark out SSN's and Financial Info

Acceptable Supporting Documentation

You need to tell us the IRS tax status of your domestic partner, civil union partner and any domestic partner children for which you are requesting coverage. If you don't provide that information for each, we will assume they are NOT tax dependents and will add imputed income for your domestic partner/civil union partner and any domestic partner children.

AND PROOF B: (to show current relationship status and financial interdependence)

- Your Federal 1040 or State income tax return, if your domestic partner is your tax dependent and you previously filed taxes together. It must be:
 - Be dated within the last 2 years
 - Contain name of employee and domestic partner
 - Indicate filing jointly or filing separately

(Only the page listing filing status and exemptions is required-see sample.)
- Utility bill, which must:
 - Be dated at least 12 months back
 - Contain name of employee and domestic partner as joint owners
 - Contain name of utility company
- Document from a bank account or financial institution, which must:
 - Be dated at least 12 months back
 - Contain name of employee and domestic partner as joint owners of the account
 - Contain name of financial institution
- Insurance document such as homeowner, renter or automobile, which must:
 - Be dated at least 12 months back
 - Show employee and domestic partner 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:
 - Be dated 12 months back
 - Contain name of employee and domestic partner as joint owners or joint renters
 - Contain name of mortgage company, landlord or rental company
- Valid vehicle registration, which must:
 - Be dated 12 months back
 - Contain name of employee and domestic partner as joint owners

Contain name of state or county in which issued

 - Drivers License dated at least 12 months ago that shows the same address for the employee and the domestic partner

Eligibility Requirements

Child under age 26**

Your children until the end of the month that they reach age 26*** which includes:

- a natural child, or
- a child placed with you for adoption, or
- a stepchild*, or
- a foster child, or
- child of a domestic partner, or
- any other child for whom you have legal guardianship or court-ordered custody.

Sample Federal 1040 Form

Please mark out SSN's and Financial Info

Acceptable Supporting Documentation

SUBMIT **ONE DOCUMENT**- Submit a copy of one document from **PROOF C**:

PROOF C:

- Your Federal 1040 or State income tax return, which must:
 - Be dated within the last 2 years
 - Contain the name of employee or spouse or domestic partner (last only if they are your tax dependent)
 - List your dependent with the relationship as daughter, son or child *(Only the page listing filing status and exemptions is required-see sample.)*
- Child's legal or hospital birth certificate or affidavit of parentage, which must:
 - Contain the name of employee or spouse or domestic partner
 - Contain the name of the child
 - Indicate date of birth
- Legal household/family registry, must show relationship *(This is only acceptable if the child was born outside the U.S. and you have no legal birth certificate.)*
- Final divorce decree or parental custody agreement, which must:
 - Contain the name of the employee or spouse or domestic partner indicating parentage of the child
 - Contain the name of the child
 - Official signature or stamp indicating document has been filed
- Legal adoption, guardianship or legal custody papers, which must:
 - Contain the name of the employee or spouse
 - Contain the name of the child
 - Official signature or stamp indicating document has been filed

***Also required to prove the relationship between you and your stepchild:**

If you are an employee providing documentation for a child of your legal spouse, the Arkema Benefits Center must receive the required proofs listed for Spouse (Proof A and B), even if you do not currently cover your spouse. You must show proof of domestic partnership even if you are not currently covering your domestic partner in order to cover the child of a domestic partner.