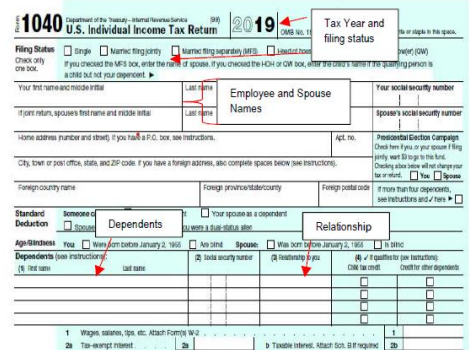


## ARKEMA VERIFICATION REQUIREMENTS

### 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><b><u>SPOUSE</u></b><br/>Your legal spouse</p><br><br><br><br><br><br><p><b>Sample Federal 1040 Form</b></p>  <p>Please mark out SSN's and Financial Info</p> | <p><b>SUBMIT TWO DOCUMENTS</b> - Submit one from <b>PROOF A AND</b> one from <b>PROOF B:</b></p> <p><b>PROOF A: (to show event occurred)</b></p> <ul style="list-style-type: none"><li>• Valid legal or religious marriage certificate, which must include:<ul style="list-style-type: none"><li>○ Name of the employee and spouse</li><li>○ Date of marriage</li><li>○ Certifier's signature/official seal</li></ul></li><li>• 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"><li>○ Name of the employee and spouse</li><li>○ Date of informal marriage</li><li>○ Certifier's signature/official seal</li></ul></li><li>• Legal household/family registry, must show spousal relationship<br/><i>(This is only acceptable if you were married outside the U.S. and do not have a marriage certificate.)</i></li></ul> <p><b>AND PROOF B: (to show current relationship status)</b><br/><b>(Employees married within the last 12 months do not need to provide Proof B.)</b></p> <ul style="list-style-type: none"><li>• Your Federal 1040 or State income tax return, which must:<ul style="list-style-type: none"><li>○ Be dated within the last 2 years</li><li>○ Contain name of employee and spouse</li><li>○ Indicate married filing jointly or married filing separately<br/><i>(Only the page listing filing status and exemptions is required-see sample.)</i></li></ul></li><li>• Utility bill, which must:<ul style="list-style-type: none"><li>○ Be dated within the last 12 months</li><li>○ Contain name of employee and spouse as joint owners</li><li>○ Contain name of utility company</li></ul></li><li>• Document from a bank account or financial institution, which must:<ul style="list-style-type: none"><li>○ Be dated within the last 12 months</li><li>○ Contain name of employee and spouse as joint owners of the account</li><li>○ Contain name of financial institution</li></ul></li><li>• Insurance document such as homeowner, renter or automobile, which must:<ul style="list-style-type: none"><li>○ Be dated within the last 12 months</li><li>○ Show employee and spouse as joint account owners (Individuals listed as "drivers" on automobile insurance documents do not prove joint account ownership)</li><li>○ Contain name of insurance company</li></ul></li><li>• Mortgage document or current lease, which must:<ul style="list-style-type: none"><li>○ Be dated within the last 12 months</li><li>○ Contain name of employee and spouse as joint owners or joint renters</li><li>○ Contain name of mortgage company, landlord or rental company</li></ul></li><li>• Valid vehicle registration, which must:<ul style="list-style-type: none"><li>○ Be dated within the last 12 months</li><li>○ Contain name of employee and spouse as joint owners</li><li>○ Contain name of state or county in which issued</li></ul></li></ul> |

## 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
- any other child for whom you have legal guardianship or court-ordered custody.

### Sample Federal 1040 Form

The image shows a sample of the 2019 U.S. Individual Income Tax Return (Form 1040). Red arrows point to the 'Social Security Number' field and the 'Wages, salaries, tips, etc. Attach Form(s) W-2' field, indicating where to mark out SSN's and financial information.

**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
  - 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
  - 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 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.*