



## Dependent Certification FAQ for Employees

Newell Brands requires that you verify your dependent(s)' eligibility within 30 days from the date on which you added the dependent to the medical benefits program. Failure to submit the required documentation within 30 days will result in termination of coverage of the newly added dependents.

### Who is eligible for benefits?

#### Spouse/Domestic Partner

- Your legal spouse/partner is eligible for coverage if he/she does not have Affordable Care Act compliant coverage available through another employer. Your spouse's employer can verify whether the coverage offered to your spouse meets this requirement. Common law spouses are only covered as required by state law.

#### Child

- Your natural child, stepchild, legally adopted child, foster child, child for whom you are the legal guardian or a child placed with you for adoption, that is under the age of 26 (regardless of marital/student status). Children who turn 26 can be covered until the end of that month.
- A disabled child. Note that a disabled adult child must be unmarried and dependent upon you for financial support and maintenance due to a physical or mental disability, and had the disability before the age of 26. The medical carrier you select will perform the disabled dependent certification process.

### Do I have to provide documentation when adding dental or vision for a dependent that is already covered under my medical plan?

Under most circumstances you will not be required to provide proof of eligibility when adding coverage besides medical, such as dental or vision, for a dependent who has previously been verified and is currently covered under the medical plan.

### What type of documentation is acceptable proof of eligibility?

Please refer to the **Dependent Certification Requirements** table below for a list of acceptable documentation.

### How do I submit the documentation?

You may submit the required dependent certification documentation via one of the following:

- Upload your completed paperwork to **WellAtNewell.com > Log in > Upload Documents** (from the three line menu at the upper right next to your name) and follow the instructions. Please keep a copy.
- Submit your paperwork by mail: You may also send your paperwork to the address below. Please keep a copy.

Newell Brands Benefits Center  
PO Box 18022  
Norfolk, VA 23501-1859

- Or fax the documents to the Newell Brands Benefits Center 1-859-963-4351. Please keep a copy.

**Important:** If your documentation is in a language other than English, please have the documentation translated to English and notarized. Please only mail **copies** of your documentation. Originals will not be stored at Newell Brands and will not be returned to you.

**Table 1: Dependent Certification Requirements**

| <b>Dependent Certification Requirements</b>                                  |   |   |
|--|---|---|
| <b>Type of Dependent</b>   | <b>Documentation</b>  | <b>Notes</b>  |
| <b>Spouse/Domestic Partner</b>   | <p><b>You must submit TWO forms of proof.</b><br/>Submit <b>one</b> of the following:</p> <ul style="list-style-type: none"> <li>• Marriage certificate (preferred)</li> <li>• Marriage record from your place of worship</li> <li>• Public marriage record</li> </ul> <p><b>-and-</b></p> <p>Submit <b>one</b> item from one of the two categories below</p> <ul style="list-style-type: none"> <li>• A copy of a federal tax return filed as married within the last 12 months <b>-or-</b></li> <li>• A copy of one of the following documents that includes the names of both you and your spouse as joint-owners: <ul style="list-style-type: none"> <li>○ Utility bill such electricity, water, phone or cable</li> <li>○ Statement from a joint bank account including savings, checking or loan</li> <li>○ Statement from a credit card company</li> <li>○ Insurance policies or declarations page such as homeowner, renter or automobile</li> <li>○ Mortgage statement or lease showing joint tenancy (a lease extension letter from the Landlord written on business stationary is acceptable with a copy of the original lease)</li> <li>○ Currently valid vehicle registration</li> </ul> </li> </ul> | Participants married within the last 6 months are not required to provide a second form of proof. |
| <b>Child</b> (aside from adoption, legal guardianship, or disabled children) | <p><b>Submit ONE the following items:</b></p> <ul style="list-style-type: none"> <li>• Birth certificate</li> <li>• Copy of your most recently filed federal tax listing the child as a dependent with the relationship daughter, son or child</li> <li>• Final court order (divorce decree/final custody agreement)</li> <li>• Qualified Medical Child Support Order (QMCSO) stating the requirement to provide medical coverage for the child</li> </ul>  |   |
| <b>Child</b> (adopted or legal guardianship)                                 | <p><b>You must submit TWO forms of proof.</b></p> <ul style="list-style-type: none"> <li>• Birth certificate</li> </ul> <p><b>-and-</b></p> <ul style="list-style-type: none"> <li>• Appropriate court order or adoption decree (naming you or your spouse as the child's legal guardian)</li> </ul>  |   |

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| <b>Disabled Child</b> | <b>You must submit TWO forms of proof.</b> <ul style="list-style-type: none"><li>• Birth certificate or other documentation supporting the relationship</li><li style="text-align: center;"><b>-and-</b></li><li>• Proof of the disability from your child's medical plan</li></ul> |  |