

**Affidavit and Federal 1040 Tax Form – Dependent Confirmation**

Print employee name: \_\_\_\_\_ Audit Number: NOR \_\_\_\_\_  
(First) (Last)

Print dependent name: \_\_\_\_\_ / Date of birth: \_\_\_\_/\_\_\_\_/\_\_\_\_  
(First) (Last)

Type of Relationship being confirmed: (✓ Check one relationship type and answer the question):

This is my:

Natural child,  Adopted child,  Stepchild

Child was born in (City & State): \_\_\_\_\_

Legal spouse .

We were married on (date) \_\_\_\_/\_\_\_\_/\_\_\_\_, in (City & State): \_\_\_\_\_

**IMPORTANT INFORMATION: AND REQUIREMENTS:**

- Employee may use this Affidavit and a Federal 1040 Tax Form instead of providing a copy of the marriage or birth certificate if the employee does not have a copy of the required certificate in his/her possession and does not wish to obtain a copy for their personal records.
- In addition to completion of this affidavit, employee must provide a copy of the first page of employee’s most recent federal 1040 tax form which identifies this claimed dependent by name, and confirms this relationship has been appropriately reported to the federal government by the employee. **(Please block all financial and social security numbers on copy of first page of federal tax form.)**
  - If the dependent is a spouse and employee did not file a joint return for 2011:
    - provide a copy of the last tax return in which employee and spouse filed a joint return.
  - If the dependent is a child and employee did not claim this child for 2011 federal 1040 taxes:
    - provide a copy of the last tax return in which employee claimed this child as a qualified dependent.
- If employee uses this affidavit with their federal tax form to confirm this dependent, employee may be asked by Employer to provide a copy of the marriage or birth certificate that verifies this confirmed relationship is on record with an acceptable jurisdiction.
  - If employee is asked to provide a copy of the certificate, Employer will pay the costs associated with obtaining a copy of the required marriage or birth certificate from the jurisdiction of Employer’s choice.
  - If employee chooses to obtain a copy of a certificate for personal records, Employer will not reimburse costs.

**Employee Certification:** I have read, understand, and agree to the requirements of using this alternate affidavit for confirming the relationship of my enrolled dependent at this time. I certify that the information I am providing is true and complete. I understand that if I knowingly provide false and/or misleading information or documentation my employer may take appropriate disciplinary action. I understand that if I am asked by my Employer to provide a copy of the certificate that is on record with the appropriate jurisdiction that can verify this relationship does exist, I will agree to comply with that request and I will sign any authorization required to obtain a copy of that certificate and I will provide my Employer with that certificate (as long as the cost associated with obtaining the certificate is be paid by my employer).

→ Signature of employee: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

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**Administrative Section:**

Confirmed Receipt of copy of 1<sup>st</sup> page Federal 1040 tax form for tax year \_\_\_\_\_  
 Tax form appropriately identifies dependent as the:  Spouse  Child of the Employee

Additional Verification Review: (Yes) (No) Request the certificate copy that verifies this relationship (child)/(spouse).  
 Certificate was ordered from (State) \_\_\_\_\_, on Date) \_\_\_\_/\_\_\_\_/\_\_\_\_, for (cost) \$ \_\_\_\_\_  
(Date) \_\_\_\_/\_\_\_\_/\_\_\_\_.  Certificate was brought in by employee: it confirms the relationship of employee to dependent.  
 Certificate was brought in by employee: but it DOES NOT confirm relationship: Explain handling:

Signature of authorized staff: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Employer/Administrative Comments: