

## **Check List of Items/Documentation to Submit with Your MCASF Local 725 Health Fund's Enrollment & Vital Form**

Please utilize the check list below to ensure that you have all necessary documents to complete your enrollment form for health coverage. This will expedite the enrollment process. Missing documents and incomplete forms will delay the processing of your enrollment.

### FORMS / INQUIRIES

- Member Enrollment Form
- Other Insurance Inquiry
- HIPAA Release Form
- Beneficiary Election Form

### DOCUMENTATION / PROOF FOR YOU

- Copy of your birth certificate
- Copy of your state photo ID
- Copy of your Social Security Card

### DOCUMENTATION / PROOF FOR YOUR SPOUSE (if applicable)

- Copy of spouse birth certificate
- Copy of spouse state photo ID
- Copy of spouse Social Security Card
- Copy of your marriage certificate

### DOCUMENTATION / PROOF FOR YOUR DEPENDENTS (if applicable)

- Copy of dependent's birth certificate
- Copy of dependent's state photo ID
- Copy of dependent's Social Security Card
- Copy of tax return claiming dependent stepchild(ren)

### OTHER REQUIRED DOCUMENTATION

- Copy of any previous divorce decrees, Qualified Domestic Relations Order, Separation Agreement

Please! Review the Enrollment Form you are submitting to make sure that you have completed all blanks, signed where necessary and answered any questions accurately and completely.