

## **Documents & Information Necessary to Complete an Application for Health Insurance**

The following information is needed for everyone who is applying for benefits or whom you claim as a tax dependent on your federal income tax return.

### **PROOF OF IDENTITY**

Please bring in a state driver's license or ID, passport, birth certificate and social security card, residency card, school picture ID, etc.

### **PROOF OF U.S. CITIZENSHIP OR IMMIGRATION STATUS**

Please bring in a passport, birth certificate, legal permanent resident card, visa, naturalization paperwork, employment authorization card, etc.

### **PROOF OF INCOME**

Please bring in two recent paystubs if you or a family member are currently working. If you or a family member are receiving social security benefits, please bring in a copy of the award letter. If you or a family member are not working and receiving unemployment benefits, please bring a copy of the award or benefit letter.

Please bring in a complete copy of your most recently filed federal income tax return (form 1040 with all schedules and attachments) if any family member is self-employed, has rental income, or has investment income.

### **PROOF OF SSN**

You will need to know the social security number for each individual in the household.

### **ACCESS TO EMPLOYER SPONSORED INSURANCE**

If your employer or your spouse's employer offers health insurance, ask their Human Resources department these questions:

- Do any of the health plans that the employer offers meet the "minimum value" standard?
- What is the employee contribution to the lowest-cost health plan offered for an individual? For a family?
- How often? (e.g. weekly, every 2 weeks, twice a month, monthly)