SPARC
SIMON PROPERTIES AUTHENTIC RETAIL CONCEPTS

HEALTHY Living

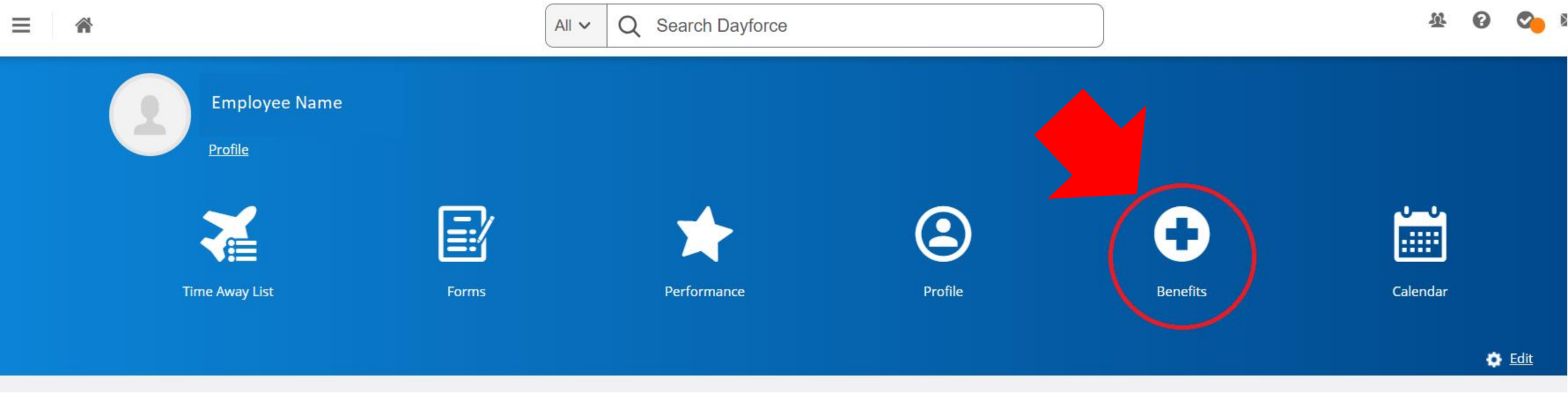
AÉROPOSTALE · Brooks Brothers · EDDIE BAUER · FOREVER 21 · LUCKY BRAND · NAUTICA · Reebok

DEPENDENT VERIFICATION

Step-by-Step Guide

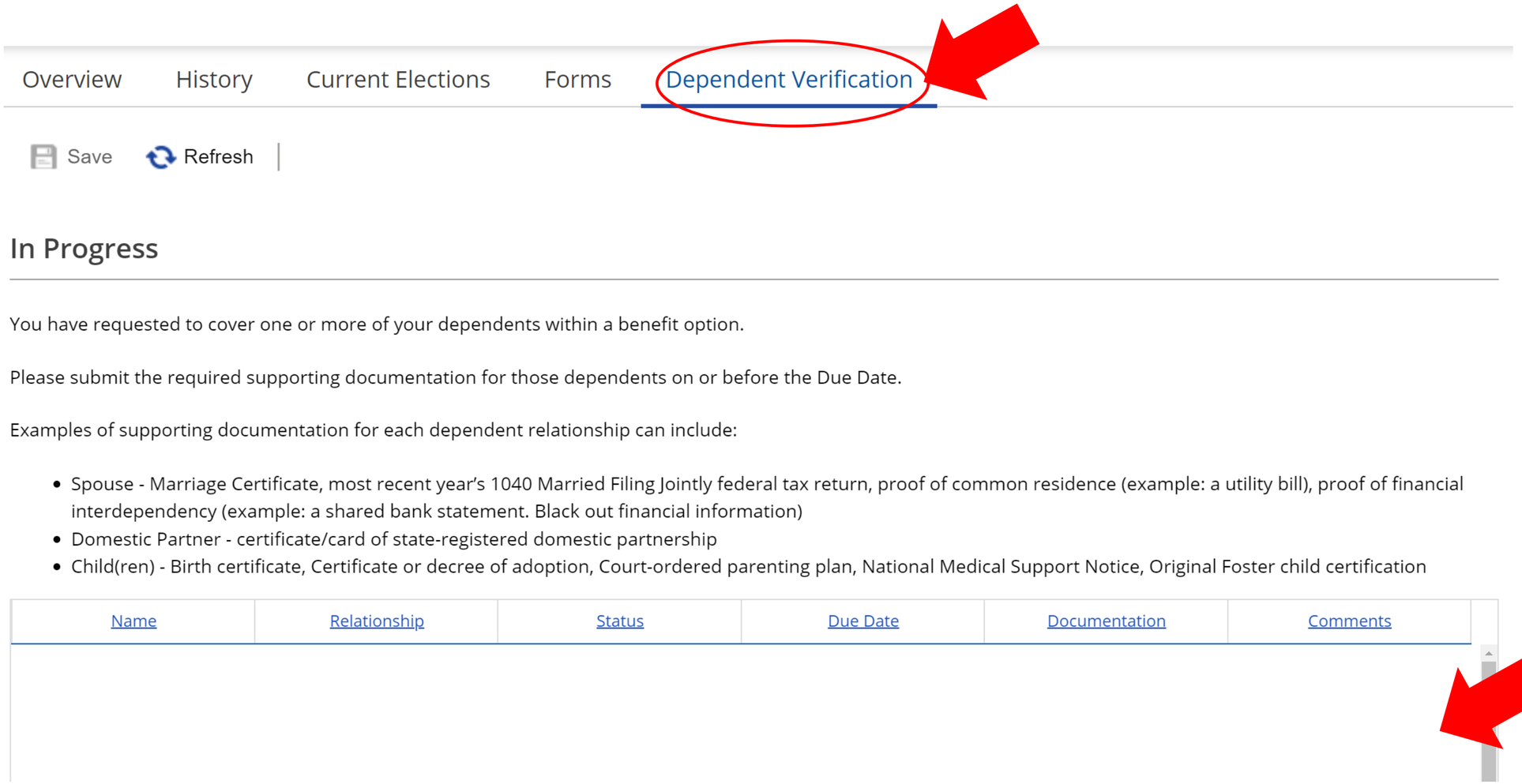
STEP 1

- Within your User Role in Dayforce, Select the “**Benefits**” Icon.



STEP 2

- Select the “Dependent Verification” tab on the top bar of the page.

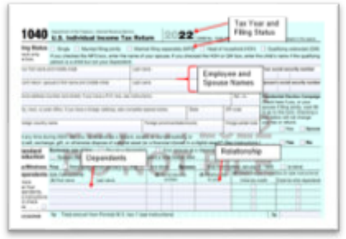


STEP 3

- Select Upload Documents for those dependents in Pending status and upload the appropriate documentation.
- Refer to the SPARC Group Verification Requirements document to determine which documentation to upload.

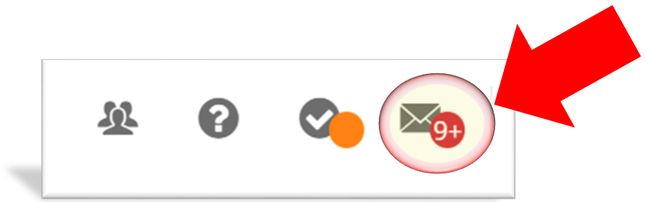
SPARC GROUP VERIFICATION REQUIREMENTS

Eligibility Requirements	Acceptable Supporting Documentation

SPOUSE
Your legal spouse
 	
Sample Federal 1040 Form
 
Please mark out SSN's and Financial Info
	SUBMIT **TWO** DOCUMENTS - Submit one from **PROOF A AND** one from **PROOF B:**
	
	PROOF A: (to show event occurred)
	• Valid legal or religious marriage certificate, which must include:
	  ○ Name of the employee and spouse
	  ○ Date of marriage
	  ○ Certifier's signature/official seal
	• Presently valid state-issued certificate, declaration, or registration of common law or informal marriage (in applicable states) which must include:
	  ○ Name of the employee and spouse
	  ○ Date of informal marriage
	  ○ Certifier's signature/official seal
	• Legal household/family registry; must show spousal relationship
	(*This is only acceptable if you were married outside the U.S. and do not have a marriage certificate.)*
	
	AND PROOF B: (to show current relationship status)
	(Employees married within the last 12 months do not need to provide Proof B.)
	• Your Federal 1040 or State income tax return, which must:
	  ○ Be from 2022 or 2023 tax year
	  ○ Contain name of employee and spouse
	  ○ Indicate married filing jointly or married filing separately
	(Only the page listing filing status and exemptions is required-see sample. Form 887-9, the first page of E-Files are not accepted.)
	• Utility bill, which must:
	  ○ Be dated within the last 12 months
	  ○ Contain name of employee and spouse as joint owners
	  ○ Contain name of utility company
	• Document from a bank account or financial institution, which must:
	  ○ Be dated within the last 12 months
	  ○ Contain name of employee and spouse as joint owners of the account
	  ○ Contain name of financial institution
	• Insurance document such as homeowner, renter, or automobile, which must:
	  ○ Be dated within the last 12 months
	  ○ Show employee and spouse as joint account owners (Individuals listed as "drivers" on automobile insurance documents do not prove joint account ownership)
	  ○ Contain name of insurance company
	• Mortgage document or current lease, which must:
	  ○ Be dated within the last 12 months
	  ○ Contain name of employee and spouse as joint owners or joint renters
	  ○ Contain name of mortgage company, landlord, or rental company
	• Valid vehicle registration, which must:
	  ○ Be dated within the last 12 months
	  ○ Contain name of employee and spouse as joint owners
	  ○ Contain name of state or county in which issued

STEP 4

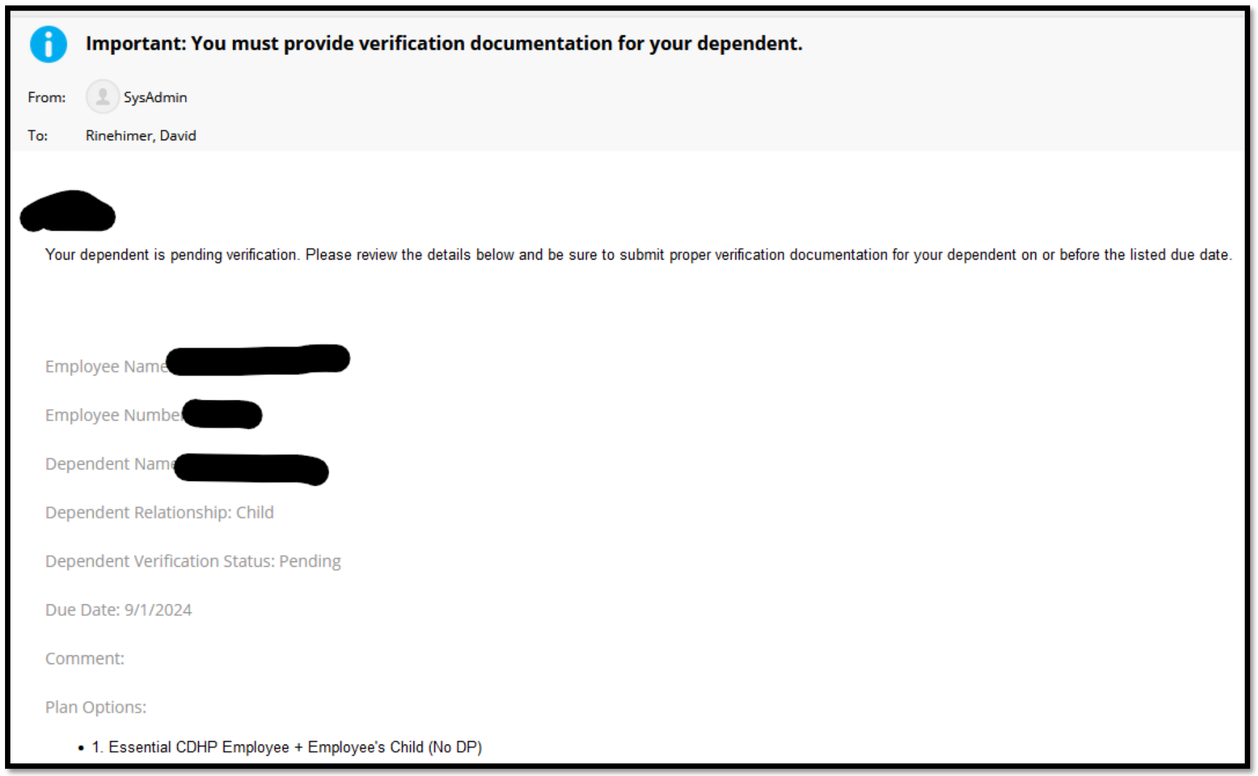
- Employees will receive status updates throughout the Dependent Verification process.
- Notifications will be available in your Dayforce Message Center and sent to the email address on file.
- To access your Message Center, click the envelope icon at the top right of your Dayforce homepage.



STEP 5

- The status will remain pending until the required documents are uploaded and approved in Dayforce.

❑ Pending Dependent Verification



Important: You must provide verification documentation for your dependent.

From: SysAdmin

To: Rinehimer, David

[redacted]

Your dependent is pending verification. Please review the details below and be sure to submit proper verification documentation for your dependent on or before the listed due date.

Employee Name [redacted]

Employee Number [redacted]

Dependent Name [redacted]

Dependent Relationship: Child

Dependent Verification Status: Pending

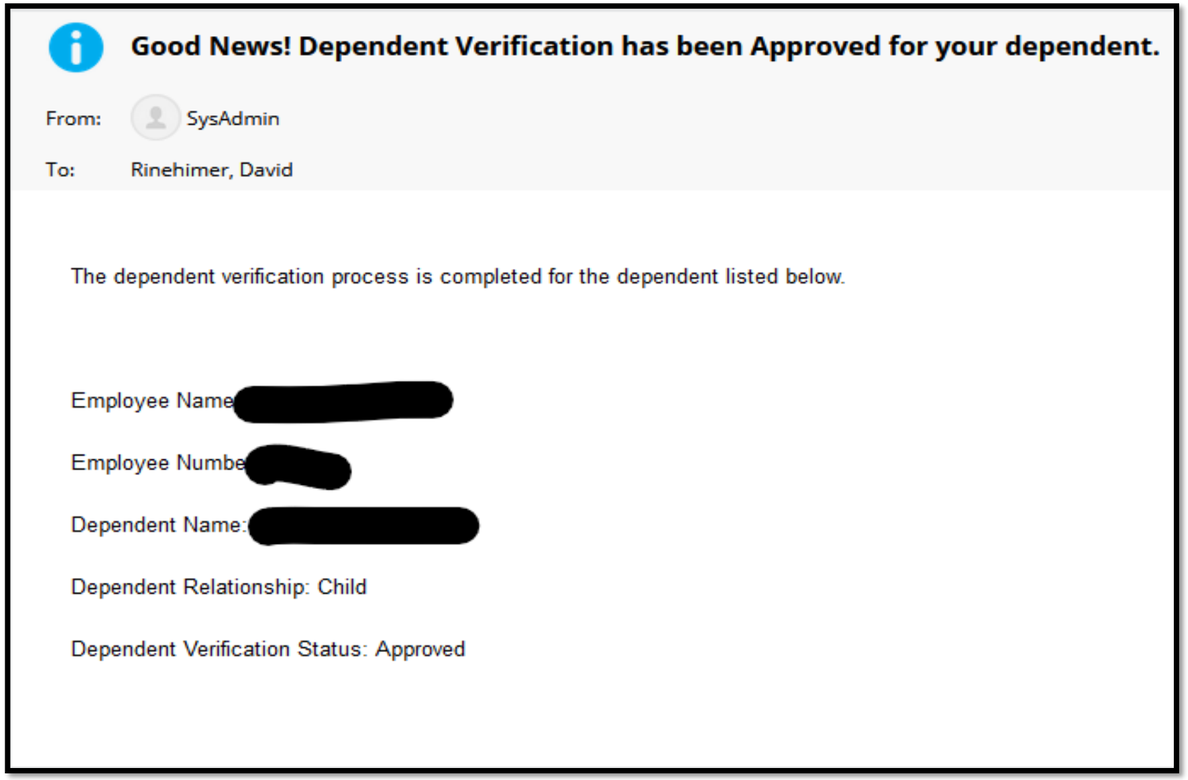
Due Date: 9/1/2024

Comment:

Plan Options:

- 1. Essential CDHP Employee + Employee's Child (No DP)

❑ Approved Dependent Verification



Good News! Dependent Verification has been Approved for your dependent.

From: SysAdmin

To: Rinehimer, David

The dependent verification process is completed for the dependent listed below.

Employee Name [redacted]

Employee Number [redacted]

Dependent Name: [redacted]

Dependent Relationship: Child

Dependent Verification Status: Approved