Endowed Health and Dental Plan
Specific Documentation for Enrollment

In addition to completing the applicable endowed health and/or dental enrollment in Workday (or enrollment form(s) if applicable), you must provide documents to support your dependent’s eligibility for coverage as outlined below. Send the endowed health and/or dental enrollment form(s) (if applicable) and supporting documentation to Benefit Services, 395 Pine Tree Road, East Hill Office Building, Suite 130, Ithaca, New York 14850.

To enroll an employee, you must provide:
- Copy of Social Security card or ITIN (Individual Taxpayer Identification Number).

To enroll a spouse, you must provide:
- Copy of Social Security card or ITIN (Individual Taxpayer Identification Number). (If your spouse is not a US citizen, and is not eligible to work in the United States, and as such does not have a Social Security Number or ITIN, please note this on the enrollment form).
- Copy of marriage certificate

To enroll a domestic partner, you must provide:
- Statement of Domestic Partnership (https://hr.cornell.edu/benefits/partnership_end_statement.pdf) or “Affidavit of Domestic Partnership” from the City of Ithaca, NY or other municipality authorized by state law to recognize domestic partner status.
- Copy of Social Security card or ITIN (Individual Taxpayer Identification Number). (If your spouse is not a US citizen, and is not eligible to work in the United States, and as such does not have a Social Security Number or ITIN, please note this on the enrollment form).

To enroll natural, adopted or stepchildren, you must provide:
- Copy of birth certificate (Copy of visa and/or passport is accepted for non-US citizens only if birth certificate is not available).
- Copy of Social Security card or ITIN (Individual Taxpayer Identification Number). (If your child is not a US citizen, and is not eligible to work in the United States, and as such does not have a Social Security Number or ITIN, please note this on the enrollment form).

*NOTE: When adding a natural or stepchild to your plan, documentation is required to establish paternity when a father is not married to a child’s mother and the father’s name is not listed on
the child’s birth certificate: in this case, the father is required to produce one of the following documents in order to add the child to endowed health and/or dental plan coverage:

- The child’s birth certificate noting his status as the father;
- A court order noting that his status as the father has been adjudicated by a court;
- A voluntary acknowledgment of Paternity that has been executed and filed with the County Registrar of the county in which the child was born (all states have a paternity acknowledgment process; if the child was born in another state, the enrollee may produce a filed Voluntary Acknowledgment of the Paternity from the other state.)
- If an employee cannot or does not produce adequate documentation to establish that he is the child’s father, he can still add the child as a dependent as an “other child.”

To enroll “Other” children, you must provide:

- Copy of birth certificate (Copy of visa and/or passport is accepted for non-US citizens only if birth certificate is not available).
- Copy of Social Security card or ITIN (Individual Taxpayer Identification Number). (If your child is not a US citizen, and is not eligible to work in the United States, and as such does not have a Social Security Number or ITIN, please note this on the enrollment form(s)).
- Required residence and support (a completed Endowed Health and Dental Plan Tax Dependent Affidavit form). Contact Benefit Services at (607) 255-3936 or via email at benefits@cornell.edu to request this form.

Content Revised 3/2015