



Are you adding a dependent to your coverage?

Swift Transportation requires that you verify the eligibility of all new dependents added to your benefits coverage.

You will receive a complete packet of information and instructions after you enroll. Watch your U.S. postal mail and email for details.

To verify a dependent, you must submit the required documentation described below within 31 days of the date you enroll as a new hire, during Annual Enrollment, or following a qualified life event.

You must provide required documents

Don't risk having your dependent's coverage canceled. Provide by the deadline the below required documentation for each dependent.

DEPENDENT	REQUIRED DOCUMENTATION
<p>Spouse</p> <ul style="list-style-type: none"> • Legal spouse <p>Note: If you're legally separated pursuant to a court order, your spouse is not eligible for coverage.</p>	<ul style="list-style-type: none"> • A copy of your marriage certificate <p>AND one of the following:</p> <ul style="list-style-type: none"> • A copy of a household bill or account statement listing your name and your spouse's name at the same address and dated within 60 days <p>OR</p> <ul style="list-style-type: none"> • A copy of page 1 of your prior year's federal tax return (as filed) listing your spouse
<p>Child</p> <ul style="list-style-type: none"> • Your children up to age 26 (includes adopted children, stepchildren and legal foster children) • Your unmarried, disabled child(ren) over the age of 26 who you claim as dependent(s) on your federal income taxes (proof of disability will be required) <p>Note: Eligibility requirements may be different under the life and AD&D insurance plans for children (including disabled children) over the age of 19.</p>	<ul style="list-style-type: none"> • A copy of your child's birth certificate listing you or your spouse as the parent <p>Note: For your stepchildren, you must also provide proof of marriage to the biological parent.</p> <ul style="list-style-type: none"> • A copy of the adoption certificate • A copy of the court order of legal guardianship, or other document evidencing placement by an authorized placement agency

Where to send documents:

You can submit your documentation by mail, fax, or upload online.

Fax: 1-855-636-0518

Online: Login to <https://swift.benefitsnow.com> and review the verification notification in the "Action Needed" box on the homepage.

Mail:
 Swift Dependent Verification Center
 PO Box 661065
 Dallas, TX 75266-1065

Important notes:

- It is your responsibility to ensure that all information is received by the Swift Dependent Verification Center by the stated 31-day deadline.
- Send copies only. If photocopying of your vital record is prohibited, we recommend that you obtain the non-certified vital record and submit your documentation via the United States Postal Service.
- Black out all Social Security numbers appearing on any documents you are submitting.
- Proof of marriage must be a government-issued marriage certificate that includes the date of your marriage. If you were married within the last 12 months, then you are only required to submit the marriage certificate.