



# 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><b>Spouse</b></p> <ul style="list-style-type: none"> <li>Legal spouse</li> </ul> <p><b>Note:</b> If you're legally separated pursuant to a court order, your spouse is not eligible for coverage.</p>	<ul style="list-style-type: none"> <li>A copy of your marriage certificate</li> </ul> <p><b>AND one of the following:</b></p> <ul style="list-style-type: none"> <li>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</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>A copy of page 1 of your prior year's federal tax return (as filed) listing your spouse</li> </ul>
<p><b>Child</b></p> <ul style="list-style-type: none"> <li>Your children up to age 26 (includes adopted children, stepchildren and legal foster children)</li> <li>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)</li> </ul> <p><b>Note:</b> Eligibility requirements may be different under the life and AD&amp;D insurance plans for children (including disabled children) over the age of 19.</p>	<ul style="list-style-type: none"> <li>A copy of your child's birth certificate listing you or your spouse as the parent</li> </ul> <p><b>Note:</b> For your stepchildren, you must also provide proof of marriage to the biological parent.</p> <ul style="list-style-type: none"> <li>A copy of the adoption certificate</li> <li>A copy of the court order of legal guardianship, or other document evidencing placement by an authorized placement agency</li> </ul>

## Where to send documents:

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

### U.S. Mail:

Swift Dependent Verification Center  
P.O. BOX 1401  
Lincolnshire, IL 60069-1401

**Fax:** 1-877-965-9555. Remember to use the fax cover sheet included with the instructions received by U.S. postal mail.

**Online:** Login on the Benefits Portal at <https://swift.benefitsnow.com> and click or tap on Documentation Required for your dependents under your To-Do's.

## 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. If married more than 12 months, a secondary document is required.