

**I. Declaration of Domestic Partnership**

I \_\_\_\_\_ certify that \_\_\_\_\_ and I are Domestic Partners according to the following policies and are eligible for benefits coverage and travel privileges, as Domestic Partners. Our Domestic Partnership began on \_\_\_\_\_. (MM/DD/YYYY Partnership Began)

**II. Eligibility Requirements for Domestic Partners**

- Are the same or opposite gender;
- Reside together in the same permanent residence and have lived in a spouse-like relationship for at least 6 consecutive months (must be able to provide supporting joint financial responsibility for at least 6 consecutive months)
- Are both at least 18 years of age and are not related by blood to a degree that would bar marriage;
- Are not legally married or the common-law spouse or Domestic Partner of any other person;
- Complete a DECLARATION OF DOMESTIC PARTNERSHIP.

**III. Declaration of Committed Relationship**

In addition to this Declaration of Domestic Partnership, you must either provide proof of domestic partner registration in a state or locality that allows registration of domestic partner relationships OR (2) two items (one dated within 2 months of this Affidavit and one dated at least 6 months prior to the Affidavit):

- Joint Mortgage Lease or Deed, or**
- Designation of the Domestic Partner as Durable Power of Attorney,**
- AND -
- Joint bank account, joint credit cards, or other evidence of joint financial responsibility, or**
- Designation of the Domestic Partner as primary beneficiary for life insurance, retirement benefits or a legal will or trust, or**
- A utility bill** invoiced in both names, or two utility bills, one in the employee’s name and one in the domestic partner’s name, to the employee’s current address.

**IV. Termination of Domestic Partner Status**

I acknowledge and agree that it is my responsibility to notify the Company within 31 days if my Domestic Partnership status changes by contacting Team Member Service Center. I understand that I may not file another Declaration for Domestic Partnership for 6 months from the date of notification.

I understand that the company and its affiliates reserve the right to request documented proof of the above at any time. I also understand that if I do not provide documented proof when requested, or, if any of the information provided on this form is not true and correct, it will be considered a violation of Rules of Conduct and may result in termination of employment.

\_\_\_\_\_  
Your Name (Please Print)

\_\_\_\_\_  
Employee Number

\_\_\_\_\_  
Partner’s Name (Please Print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Today’s Date (MM/DD/YYYY)