

How do I verify my dependents?

Step 1: Review the list of the dependents you have added to your Benefit Plan(s) and/or your travel profile and match each of them to a dependent type listed in the “Eligibility Rules and Documentation Required” section.

Step 2: For each dependent type, you will find the eligibility requirements and a list of document options required to verify that particular dependent type.

Step 3: Once you have matched your dependents to types, gather all the necessary documents and send them to the Dependent Verification Center by:

Secure Online Upload: Visit the Benefits Service Center via my.aa.com and select the tile for Dependent Verification.

Secure Fax: 1-877-965-9555

Mail: Dependent Verification Center, P.O. Box 1401, Lincolnshire, IL 60069-1401

If you have questions about the verification process, please call the American Airlines Benefits Service Center at 1-888-860-6178, and when prompted, say “Dependent Verification”. Dependent Verification is available from 7 a.m. to 7 p.m. CT, Monday through Friday.

Documentation requirements and things to remember

- **Send copies only!**
- Black out Social Security numbers appearing on any documents submitted.
- Black out all monetary amounts appearing on any documents.
- If providing a federal tax return, only send the first page that shows your dependents.
- Proof of marriage must be a government-issued marriage license or marriage certificate including the date of your marriage. Non-government documents such as religious certificates, ceremonial records or notarized statements, etc., are not acceptable.
- Proof of birth includes official birth certificates, hospital record (on hospital letterhead with signature) or court document with signature or seal showing you (or your spouse or domestic partner) as the child’s parent, child’s name and birth date.

Forms: Forms you may need to verify your dependents, such as the "Declaration of Domestic Partnership", can be downloaded via my.aa.com.

Vital records request: If you need to request vital records from a state or local public records office, please order your documentation early in the verification process to ensure timely receipt. Some state and county offices can take several weeks to issue a vital record.

Photocopying vital records: If photocopying 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.

Birth certificates listing parent names: Birth certificates must include the parent’s name(s), name of the child, and date of birth.

Eligibility rules and documentation required

Below is a list of eligibility rules and documents required to verify the eligibility of each dependent.
In some cases, at least **two** forms of documentation are required. Please read carefully.

Spouse

Medical, Dental, Vision, and/or Travel
Your husband or wife under federal law

Document(s) required for verifying eligibility:

1 document required:

Government-issued Marriage Certificate

**Government-issued Marriage Certificate must have proof that it was filed with a government agency (i.e., stamp date and signature of who recorded). Non-government issued documents such as religious certificates, ceremonial records, or notarized statements are NOT acceptable.*

Common law spouse

Medical, Dental, Vision, and/or Travel

If you live in a state that recognizes common law marriage and you have met the state's common law marriage requirements, you must complete and return a Common Law Marriage Recognition Request Form located on my.aa.com.

Applicants for common law recognition may not be married to other persons.

Along with the form, you must provide proof of common law marriage, as specified on the form.

Although criteria vary by state, the following guidelines usually apply:

- The couple cohabitates for a specified period of time established by the state;
- The persons recognize each other as husband and wife; and
- The persons are recognized publicly as husband and wife.

A common law spouse is eligible for enrollment in Plan benefits only if your common law marriage is recognized and deemed (certified) legal by the individual state where you (the employee) reside, and only if you and your spouse have fulfilled the state's requirements for common law marriage.

Document(s) required for verifying eligibility:

2 document required:

- American Airlines Common-Law Marriage Affidavit/Identification Form from my.aa.com **AND** Certified Court Order.

-OR-

- American Airlines Common-Law Marriage Affidavit/Identification Form from my.aa.com **AND** an Official Declaration Form issued by some states to register an informal marriage. Please contact your attorney if you have any questions on obtaining a court order. The company's legal staff is not authorized to offer legal advice on personal matters.)

-OR-

- American Airlines Common-Law Marriage Affidavit/Identification Form from my.aa.com **AND** previous year's federal or state joint income tax return or tax account transcript.

Domestic Partner

Medical, Dental, Vision, and/or Travel

Domestic Partners are defined as two (2) people in a spouse-like relationship, who meet all of the following criteria:

- Are the same/opposite gender of the employee
- Reside in the same permanent residence, living in a spouse-like relationship, for at least six consecutive months
- Are both at least eighteen (18) years of age
- Are not in a legally recognized or civil union or are the common-law spouse or domestic partner of any other person

*Declaration of Domestic Partnership can be found on my.aa.com.

Document(s) required for verifying eligibility:

2 or more documents required:

- American Airlines Declaration of Domestic Partnership from my.aa.com **AND** Registration of Partnership from State or Local government.

-OR-

- (1) Declaration of Domestic Partnership*

AND

- (2) A joint mortgage, lease, or deed, or the designation of the Domestic Partner as durable power of attorney (Mortgage or power of attorney must reflect at least six consecutive months. A deed, at least six months older than the origination date, is acceptable unless reported or stolen. A lease should be active and valid past the window start date)

AND

- (3) ONE of the following documents:

- Joint bank account, credit card, or other evidence of joint financial responsibility (must reflect at least six consecutive months) NOTE: We require 6 separate statements reflecting 6 consecutive months prior to the verification start date as statements are monthly.

-OR-

- Designation of Domestic Partner as primary beneficiary (Majority % should be allocated to DP) for your life insurance, retirement benefits (document must show the date when the beneficiary was added). These must reflect at least six consecutive months.

Natural/Adopted Child

Medical, Dental, Vision, and/or Travel

Natural born or legally adopted child/young adult or a child placed for adoption

- If your dependent is age 24 and over (for Travel) or 26 and over (for Medical, Dental, Vision) and is Disabled, Special Needs or Incapacitated, see Disabled Dependent Child type for additional requirements
- [FOR TRAVEL ONLY] If your dependent is age 19-22 years old and is a full-time student, see Student type for additional requirements. If your dependent is 19-22 years old and not a full-time student OR 23 years old, see Nondependent Child type for requirements.

Document(s) required for verifying eligibility:

1 document required:

- Government-issued birth certificate, hospital record, court document (with signature or seal), or other government-issued document showing the child's parents (Note: Non-government-issued documents such as baptismal certificates, ceremonial records, notarized statements, etc., are NOT acceptable)
- OR-
- Adoption papers approved by the court (with signature or seal), or Official Adoption Placement Agreement

Step child/Domestic Partner child*

Medical, Dental, Vision, and/or Travel

Natural born or legally adopted child/young adult, or a child placed for adoption by your spouse/Common Law Spouse or Domestic Partner

- If your dependent is age 24 and over (for Travel) or 26 and over (for Medical, Dental, Vision) and is Disabled, Special Needs or Incapacitated, see Disabled Dependent Child type for additional requirements
- [FOR TRAVEL ONLY] If your dependent is 19-22 years old and a full-time student, see Student type for additional requirements. If your dependent is 19-22 years old and not a full-time student OR 23 years old, see Nondependent Child type for requirements.

Document(s) required for verifying eligibility:

2 or more documents required:

- (1) Proof of the Relationship between you and your Spouse/Domestic Partner (see document requirements for Legal Spouse/Common Law Spouse or Domestic Partner, as applicable) **AND**
- (2) Proof of the Relationship showing your Spouse/Domestic Partner as the biological or adopted parent with ONE of the following documents:
 - Government-issued birth certificate, hospital record, court document (with signature or seal), or other government-issued document showing the child's parents (Note: Non-government-issued documents such as baptismal certificates, ceremonial records, and notarized statements are NOT acceptable)
 - OR-
 - Adoption papers approved by the court (with signature or seal), or Official Adoption Placement Agreement

Special dependent children under legal guardianship

Medical, Dental, Vision, and/or Travel

A child for whom you are the legal guardian. Must be unmarried.

- If your dependent is age 24 and over (for Travel) or 26 and over (for Medical, Dental, Vision) and is Disabled, Special Needs or Incapacitated, see Disabled Dependent Child type for additional requirements
- [FOR TRAVEL ONLY] If your dependent is 19-22 years old and a full-time student, see Student type for additional requirements. If your dependent is 19-22 years old and not a full-time student OR 23 years old, see Nondependent Child type for requirements.

Document(s) required for verifying eligibility:

2 documents required:

- Certified copy of Birth Certificate of the dependent
- AND**
- Certified copy of Court document/order that grants you legal custody and either legal conservatorship, or legal guardianship must be included - signed and dated.

Foster child

Medical, Dental, Vision, and/or Travel

Must be unmarried, and claimed as dependent on your (the employee's) federal or state Income Tax return (either jointly or individually)

- If your dependent is age 24 and over (for Travel) or 26 and over (for Medical, Dental, Vision) and is Disabled, Special Needs or Incapacitated, see Disabled Dependent Child type for additional requirements.
- [FOR TRAVEL ONLY] If your dependent is 19-22 years old and a full-time student, see Student type for additional requirements. If your dependent is 19-22 years old and not a full-time student OR 23 years old, see Nondependent Child type for requirements.

Document(s) required for verifying eligibility:

2 documents required:

- Certified copy of Birth Certificate of the dependent

AND

- Certified copy of Court document/order that grants you legal custody and either legal conservatorship, or legal guardianship must be included - signed and dated

Student

Travel Only

If your child is age 19-22 years old (up to 23rd birthday), he/she must attend school "full-time," or will be subject to imputed income.

Must have a minimum of 12 credit hours (or full time as determined by the institution) for the school year.

- If your dependent is age 24 and over (for Travel) or 26 and over (for Medical, Dental, Vision) and is Disabled, Special Needs or Incapacitated, see Disabled Dependent Child type for additional requirements

Document(s) required for verifying eligibility:

2 or more documents required:

- (1) Document requirements for relationship between you and the child (see document requirements for Natural, Adopted, Step Child, Legally Acquired, Special Dependent, or Foster Child, as applicable)

AND

- (2) Verification of "full-time" enrollment for the current term; A letter from the school (on letterhead) that states your child is currently a full-time student working towards a degree certification; A class schedule or registration that verifies "full-time" status for the current term; High School students - A letter from the high school identifying your child as a student (home-schooled students are ineligible)

All of the full time student documents must include:

- Your child's name
- The school's name
- The semester / quarter your child was enrolled
- The total credit hours if attending a university/college, or a letter from the school stating your child is attending "full-time"
- Block out all student grades

Nondependent child

Travel Only

If your child is 19-22 years old and not a full-time Student, child is eligible as a Nondependent child and will be subject to imputed income.

All 23 year old children, regardless of student status, are considered Nondependent children and will be subject to imputed income.

- If your dependent is age 24 and over (for Travel) or 26 and over (for Medical, Dental, Vision) and is Disabled, Special Needs or Incapacitated, see Disabled Dependent Child type for additional requirements

Document(s) required for verifying eligibility:

1 or more documents required:

- (1) Document requirements for relationship between you and the child (see document requirements for Natural, Adopted, Step Child, Legally Acquired, Special Dependent, or Foster Child, as applicable)

Disabled dependent child

Medical, Dental, Vision, and/or Travel

If your dependent is age 24 (for Travel) / age 26 (for Medical, Dental, Vision) and over, and is Disabled, Special Needs or Incapacitated the following requirements must also be met:

- The child/young adult is mentally or physically incapable of self-support;
- Complete Statement of Dependent Eligibility form and send to the network and claims administrator within the timeframe required;
- The child continues to meet the criteria for dependent coverage under this Plan;
- The child maintains legal residence with you and is wholly dependent on you for maintenance and support; or
- Is unmarried, claimed as dependent on your federal or state Income Tax return (either jointly or individually), AND is approved by your network/claims administrator.

Document(s) required for verifying eligibility:

1 or more documents required:

- (1) Document requirements for relationship between you and the child (see document requirements for Natural, Adopted, Domestic Partner Child, Step Child, Legally Acquired, Special Dependent, or Foster Child, as applicable)

Parent/Step-parent

Travel Plan Only

You may have up to two parents or in-laws on the plan at one time.

A parent is defined as any of the following:

- Mother
- Father
- Step Mother
- Step Father

A domestic partner of an employee's parent is not eligible for travel.

You may only change eligible parents once every 12 months.

Document(s) required for verifying eligibility:

1 or more documents required:

- (1) One of the following:
 - Your government-issued birth certificate, hospital record, court document (with signature or seal), or other government-issued document (Note: Non- government-issued documents such as baptismal certificates, ceremonial records, notarized statements, etc., are NOT acceptable)**-OR-**
 - Employee's adoption papers approved by the court (with signature or seal)

AND

- (2) **If Step-Parent** - Proof of the relationship between your parent and step-parent (see document requirements for Legal Spouse)

Parent-in-law/Step Parent-in-law

Travel Plan Only

A parent-in-law is defined as any of the following:

- Mother-in-Law
- Father-in-Law
- Step Mother-in-Law
- Step Father-in-Law

A domestic partner of an employee's parent is not eligible for travel.

You may only change eligible parents once every 12 months.

Your domestic partner must be verified prior to add your domestic partner's parents.

Document(s) required for verifying eligibility:

2 or more documents required:

- (1) Proof of Relationship between you and your spouse or domestic partner (see document requirements for Legal Spouse or Domestic Partner)

AND

- (2) Proof of relationship between your Legal Spouse or Domestic Partner and your parent-in law

- Your spouse/domestic partner's government-issued birth certificate, hospital record, court document (with signature or seal), or other government-issued document showing the parent

-OR-

- Your spouse/domestic partner's adoption papers approved by the court (with signature or seal), or Official Adoption Placement Agreement

AND

- (3) **If Step-Parent-in-law:** Proof of the Relationship between your legal spouse/domestic partner's parent and step-parent (see document requirements for Legal Spouse)
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