U.S. Benefits

Dependent verification process



Let's be well together.

What documents are acceptable for verification?

Employees who cover a child, spouse, domestic partner, or domestic partner's child under Adobe **medical, dental and/or vision plans** must submit documentation confirming each dependent's eligibility. Acceptable documents are listed below. Before submitting them, please **black out all Social Security numbers, account numbers, financial information, and monetary amounts**.

Legal spouse

Submit a copy of *one* of the following:

1. **Tax return from either of the two most recent tax years (2024 or 2025):**
   - **If you and your spouse filed jointly:** Page 1 of your federal tax return or the applicable page(s) of your state tax return showing your name and your spouse's name.
   - **If you and your spouse filed separately:** Page 1 of your spouse's federal tax return or the applicable page(s) of their state tax return.
2. **IRS Form 8879, e-file Signature Authorization, for the most recent tax year.** The form must be legible and show your name and your spouse's name.
3. **Government-issued marriage certificate** with a date of marriage ***within*** the last 12 months. The certificate must be legible and show your name and your spouse's name.
4. **Government-issued marriage certificate *and* proof of joint ownership:**
   - **Marriage certificate:** Must be legible and show your name, your spouse's name, and a date of marriage more than 12 months ago.
   - **One proof of joint ownership:** Must be dated within the last 12 months and show both names and the address listed in your benefits record. Examples include a mortgage statement, bank or credit card statement, lease, property tax bill, or utility bill.

Adobe





Domestic partner

Submit a copy of *one* of the following:

1. **Tax return from either of the two most recent tax years (2024 or 2025):** Page 1 of your federal tax return or the applicable page(s) of your state tax return. The return must be legible and show your name and your domestic partner's name.
2. **Domestic Partner Affidavit *and* proof of joint ownership:**
   - **Domestic Partner Affidavit:** Must be complete and legible, include your name, your domestic partner's name, and the date of your domestic partnership, and be signed by both you and your domestic partner.
   - **One proof of joint ownership:** Must be legible, dated within the last 12 months, and show both names and an address matching the address listed in your benefits record. Examples include a mortgage statement, bank or credit card statement, lease, property tax bill, or utility bill.

Dependent child

Submit a copy of *one* of the following:

1. **Tax return from either of the two most recent tax years (2024 or 2025):** Page 1 of your federal tax return or the applicable page(s) of your state tax return. The return must be legible and show your name and your child's name.
2. **Government-issued birth certificate:** Must be legible, show your child's name and date of birth, and identify you, your spouse, or your domestic partner as the child's parent.
3. **Hospital birth record:** Must be submitted within 90 days of your child's date of birth. The record must be legible, show your child's name and date of birth, include the hospital's name, and identify you, your spouse, or your domestic partner as the child's parent.
4. **Adoption certificate or placement agreement:** Must be legible and show your child's name and date of birth, the date of adoption or placement, your name or the name of your verified spouse or domestic partner, and the signature of the clerk or judge.
5. **Legal guardianship or custody document:** Must be legible and show your child's name and date of birth, the date of guardianship or custody, your name and/or the name of your spouse or domestic partner, and the signature of the clerk or judge.

How to redact information on a PDF

1. Open your PDF in Adobe Acrobat Pro.
2. Select **All tools** from the top or left menu.
3. Click **Redact a PDF**.
4. Select **Redact text and images**.
5. Use your cursor to highlight the text or area you want to redact.
6. Repeat for any additional information you want to remove.
7. Click **Redact all** to permanently redact the selected information.
8. When prompted, choose to sanitize the document to remove hidden information, such as metadata.
9. Click **Continue** and save the redacted PDF with a new file name so you preserve the original.

Important: Redacting vs. covering information

Simply drawing a black rectangle over text does not securely redact it. Someone may still be able to copy, search for, or recover the information underneath.

Using Adobe's actual **Redact** tool permanently removes the selected content from the PDF.

How to verify your redactions

After saving the redacted PDF:

- Try selecting and copying text from the blacked-out areas.
- Search the PDF for the words or names you removed.

Confirm the sensitive information no longer appears in the search results.