

Employee Name
Employee Address
City, State

January 22, 2019

Dear [*Employee Name*],

As previously announced, an audit is underway to confirm that all dependents enrolled in Vertiv health plans meet the eligibility requirements.

You have received this packet because you have one or more enrolled dependents in our medical, dental or vision plan. You are required to submit proof of eligibility for each of your listed dependents no later than XXXXX in order for their health coverage to continue.

This packet contains the following information:

- Dependent Eligibility Verification Form
- What You Need to Do
- Spousal Employment Questionnaire (if applicable)
- Properly Submitted Copy of Tax Return Example

Don't Wait to Begin Gathering Your Documents

As described in the enclosed sheet titled "What You Need to Do," you will be required to submit birth certificates, tax returns, marriage certificates and other documents that may take some time to gather. If you are missing some required documents, you will need to obtain copies from a former spouse, state or local government agency, or other party in order to comply with the audit. Please allow sufficient time to locate or obtain these copies.

Dependents of employees that do not respond to the audit or dependents that are determined to be ineligible will be dropped from Vertiv benefit plans effective **XXXXX**.

If You Have Questions

This audit is being conducted by the Center for Benefits Management, Inc., an independent firm that specializes in eligibility audits and other benefits services. If you have any questions during the audit process, please contact the Center for Benefits Management at 1-866-979-6306 or by email at vertiv@the-cbm.com.

Thank you in advance for helping to guarantee the fairness of the plans. We appreciate your support and cooperation with this audit.

Sincerely,