

# What You Need to Do

## Step 1: Review and Sign *List of Dependents Requiring Eligibility Verification*

A separate (yellow) page included in this packet lists the dependents you currently have enrolled in Vertiv benefit plans. Please submit the required documentation **for each dependent** listed on that page. Sign the page and return it with your required documentation. If a dependent is listed and is no longer eligible for coverage under the definition of eligibility, please indicate this by placing an "X" next to, or by crossing out, the dependent's name.

## Step 2: Gather the Required Documentation

The documentation you must gather and submit is based on the type of dependent, as detailed in the chart below. All submitted documents will be treated as highly confidential.

| Dependent Type       | Required Documentation<br><i>(copies only; no originals, please)</i>   |
|----------------------|--|
| Spouse               | Copy of page one (1) of your 2018 Federal Income Tax Return or filed extension. (See attached example.)<br><b>AND</b><br>Copy of marriage certificate<br><b>AND (if appropriate)</b><br>Spousal Employment Questionnaire |
| Dependent Child(ren) | Copy of birth certificate<br><b>OR</b><br>Copy of adoption agreement, court custody, or guardianship documents.<br><b>AND (if appropriate)</b><br>Disability documentation   |

## Step 3: Send in the Required Documentation

**Mail:** Use the enclosed return envelope to mail your required documents with a **signed copy** of your *List of Dependents Requiring Eligibility Verification* by **XXXXX** to:

**The Center for Benefits Management, Inc.**  
**P.O. Box 40300**  
**Cleveland, OH 44140**

**Please note: If you are mailing MORE THAN 4 documents, additional postage is required!**

**Email:** [Vertiv@the-cbm.com](mailto:Vertiv@the-cbm.com) by **XXXXX**

**Fax:** 1-877-250-9001 by **XXXXX**

If you have questions, please contact The Center for Benefits Management, Inc. by phone, at 1-866-979-6306, or by emailing [Vertiv@the-cbm.com](mailto:Vertiv@the-cbm.com).