

SCREEN ACTORS GUILD-PRODUCERS HEALTH PLANS

Qualified Domestic Partner Health Coverage Enrollment Worksheet

Some or all of the following items must be submitted to the Plan Office **before processing can begin**. Use this worksheet to make sure you and your domestic partner assemble a total enrollment package. Coverage for your domestic partner begins the first day of the month following the receipt and approval of a completed enrollment package.

- Affidavit of Domestic Partnership**
Must be **notarized**. Photocopies or faxes are **not** acceptable.
- Certified Copies of Birth Certificates**
Include yours and your domestic partner's.
- Photocopies of at least three documents listed below:**

NOTE: Documentation submitted must be in excess of 6 months old

- Domestic Partnership Declaration; issued by appropriate government agency
 - Joint mortgage or lease;
 - Designation of domestic partners as each other's life insurance or pension beneficiary;
 - Designation of domestic partners as each other's primary beneficiary in will or as each other's successor trustee or co-trustee in a living trust;
 - Joint ownership of vehicle, primary checking account or primary joint credit account;
 - Other documentation satisfactory to the Health Plan confirming mutual support.
- Affidavit of "Dependency"**
Must be filed if you have Earned or Senior Performer coverage and your domestic partner is your "dependent" for tax purposes. Must be **notarized**. Photocopies or faxes are not acceptable.
 - Tax Payment**
If you have Earned or Senior Performer coverage and your domestic partner is **not** your "dependent" for tax purposes you must enclose a check for the quarterly tax payment amount. Use the enclosed Schedule of Taxes to determine the amount due. Make check payable to: Screen Actors Guild - Producers Health Plan.
 - Self-Pay Premium**
If you have Self-Pay coverage and your monthly premium is increasing because you are changing Self-Pay options, you must enclose a check for the increased premium. Call the Plan Office to determine your new Self-Pay premium.
 - Performer Information Form**
Must be filed if you wish to add your domestic partner as your beneficiary. *Do not list your domestic partner as your spouse on this form.*
 - For Your Own Records**
We recommend you keep copies of your signed and notarized affidavits.