PORT CHESTER TEACHERS ASSOCIATION WELFARE TRUST FUND

c/o Administrative Services Only, Inc PO Box 9010 Lynbrook, NY 11563

516-396-5500 800-537-1238

AFFIDAVIT OF DEPE	NDENCY □ ACT	IVE	☐ RETIREE (PLEASE CHECK ONE)	
Name of Member	Member Social Security Number			
To enable the Port Chester Teacher child(ren) listed on my health benefits a			termine the eligibility of the dependent of to the child(ren) listed below:	
RELATIONSHIP (check one)	RESIDENCE (check one)		FINANCIAL SUPPORT(check one)	
□ my child(ren)	☐ live(s) with me		□ substantially dependent on me for	
□ my stepchild(ren)	☐ does not live with me Legal documentation required with affidavit		support and maintenance ☐ not substantially dependent on me for support and maintenance	
☐ Other Legal documentation required with affidavit	☐ Other		for support and maintenance	
	Name(s) of Child	ren) Please Print		
Last Name First N	Date of Birth me Month-date-year		th vear Social Security #	
I certify that the statement and inform	nation submitted abov	ve is correct.		
Print Full Name			Date	
Street Address	City		State Zip Code	
Signature (must be the same name as printed above)		Work Phone Nu	umber	
State of, County of				
Sworn and subscribed before me on thi	s day of	, 20		
My Commission expires	,,			
Signature of the Notary Public				
Official Title				

Affidavit of Dependency Instructions

When must an Affidavit of Dependency be filed?

- For all stepchildren (must live with the employee), foster children, guardianship cases (including grandchildren, nieces, nephews, etc.) and wards when first listed for coverage.
- For newly adopted children when added to existing employee coverage.
- When the last name of the child differs from the last name of the employee.
- On parent-child(ren) contracts when the employee is divorced or single.

When must legal papers or court documentation be provided with the Affidavit of Dependency?

- For all adopted children, foster children, guardianship cases and wards.
- When the dependent child(ren) does (do) not live with the employee.

What constitutes acceptable documentation?

- A copy of the court decree that establishes the relationship between the employee and the dependent. In
 the case of a divorce, the copy need only contain those pages of the decree that identify the court, the
 employee and the dependent, the requirement for support, and the signature page.
- A copy of the custody agreement (the document placing the child in your home) from the placement agency.

What should I do with this form?

- If your situation requires an Affidavit of Dependency, complete the form and have your signature notarized.
- If legal documentation is required, attach a copy to the completed Affidavit.
- You must mail the original copies of all the required documentation to Administrative Services Only, Inc at the address below:

Administrative Services Only, Inc P.O. 9010 Lynbrook, New York 11563

516-396-5500 800-537-1238