

RECOGNIZING LIFE EVENTS AT DIAGEO

Review the information below to better understand the documentation required when making a change to your benefits due to a qualified life event.



SPOUSES AND DOMESTIC PARTNERS

You may add or remove a spouse or domestic partner to your Diageo benefits coverage as follows:

EVENT	REQUIRED DOCUMENTATION	WHERE TO LEARN MORE
Marriage	<ul style="list-style-type: none"> • Copy of marriage license, or marriage certificate 	<ul style="list-style-type: none"> • State Department of Vital Statistics
Domestic Partnership	<ul style="list-style-type: none"> • Registered Domestic Partner (RDP) document with state or local government agency, or Domestic Partner Affidavit, AND • Documentation of joint ownership of residence, or documentation of joint tenants on lease of residence 	<ul style="list-style-type: none"> • State or local government website • Your landlord or mortgage company
Common Law Spouse	<ul style="list-style-type: none"> • Copy of marriage license, marriage certificate or documents demonstrating fulfillment of state requirements for common law marriage, or joint tenants on lease of residence, • Most recent joint federal tax return if filing jointly (first page only), • Both your and your spouse's federal tax returns if filing separately (first page only), AND • Copy of tax confirmation notice(s) if filed online (must list spouse) 	<ul style="list-style-type: none"> • State Department of Vital Statistics • Your landlord or mortgage company • Your accountant
Civil Union Spouse/Same Sex Spouse	<ul style="list-style-type: none"> • Government documentation with spouse name, AND • Proof of joint address (mortgage statement, utility bill, etc.) 	<ul style="list-style-type: none"> • State Department of Vital Statistics • Your landlord or mortgage company
Divorce	<ul style="list-style-type: none"> • Copy of divorce decree 	<ul style="list-style-type: none"> • State Department of Vital Statistics
Change to Spouse Benefits/ Eligibility	<ul style="list-style-type: none"> • Copy of employer letter, or certificate of creditable coverage 	<ul style="list-style-type: none"> • Spouse's employer • Insurance company
Loss or Gain of Other Coverage	<ul style="list-style-type: none"> • Copy of employer letter, or certificate of creditable coverage 	<ul style="list-style-type: none"> • Employer • Medicare
Death of a Spouse or Domestic Partner	<ul style="list-style-type: none"> • Copy of death certificate 	<ul style="list-style-type: none"> • State Department of Vital Statistics



CHILDREN

You may add or remove a child to your Diageo benefits coverage as follows:



EVENT	REQUIRED DOCUMENTATION	WHERE TO LEARN MORE
Birth	<ul style="list-style-type: none"> • Copy of birth certificate, or hospital certificate <p><i>Note: Birth certificates must contain both parents' names.</i></p>	<ul style="list-style-type: none"> • State Department of Vital Statistics • Hospital
Adoption	<ul style="list-style-type: none"> • Copy of adoption papers, or copy of placement records 	<ul style="list-style-type: none"> • Your attorney
Acquired Guardianship	<ul style="list-style-type: none"> • Copy of acquired/legal guardianship papers <p><i>Note: If your minor has a baby, you must have legal guardianship of the baby and supply a copy of the birth certificate or hospital certificate. Power of Attorney is not acceptable.</i></p>	<ul style="list-style-type: none"> • Your Judicial Court • Your attorney
Adding a Child (Under age 19)	<ul style="list-style-type: none"> • Most recently filed federal tax return confirming child as eligible dependent (first page only) <p>AND</p> <ul style="list-style-type: none"> • NATURAL BIRTH <ul style="list-style-type: none"> – Copy of birth certificate, or hospital certificate • ADOPTION <ul style="list-style-type: none"> – Copy of adoption papers, or copy of placement records • ACQUIRED GUARDIANSHIP <ul style="list-style-type: none"> – Copy of acquired/legal guardianship papers <p><i>Note: Birth certificates must contain both parents' names. If your minor has a baby, you must have legal guardianship of the baby and supply a copy of the birth certificate or hospital certificate. Power of Attorney is not acceptable.</i></p>	<ul style="list-style-type: none"> • Private records/your accountant • State Department of Vital Statistics • Hospital • Your attorney • Your Judicial Court
Adding a Child (Age 19-26)	<ul style="list-style-type: none"> • See "Adding a Child (Under Age 19)", <p>AND</p> <ul style="list-style-type: none"> • A letter or enrolled schedule with school logo, name and address containing student's name, full time credit hours and timeframe covered 	<ul style="list-style-type: none"> • College or other institution of enrollment
Adding a Stepchild (Under age 19)	<ul style="list-style-type: none"> • Birth certificate with child's birth date showing the child's parent to be your spouse, or documentation on hospital letterhead with child's birth date listing your spouse as parent, • Most recent federal tax return listing child (first page only), <p>AND</p> <ul style="list-style-type: none"> • Documentation showing your relationship to the stepchild's parent: <ul style="list-style-type: none"> – Marriage license – Church/justice of the peace marriage certificate – Documentation of joint ownership of residence – Joint tenants on lease of residence 	<ul style="list-style-type: none"> • State Department of Vital Statistics • Hospital • Your attorney

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EVENT	REQUIRED DOCUMENTATION	WHERE TO LEARN MORE
Adding a Stepchild (Age 19-26)	<ul style="list-style-type: none"> • See “Adding a Stepchild (Under Age 19)”; • Transcript from most recent term, or letter from school registrar, <p>AND</p> <ul style="list-style-type: none"> • Definition of school’s full-time student status on school letterhead 	<ul style="list-style-type: none"> • State Department of Vital Statistics • Hospital • Your attorney • College or other institution of enrollment
Adding a Stepchild following Marriage	<ul style="list-style-type: none"> • Copy of the marriage license, or marriage certificate, • Copy of the birth certificate, or hospital certificate, • Copy of divorce decree granting full or joint custody (if applicable), <p>AND</p> <ul style="list-style-type: none"> • Copy of a court-issued Qualified Medical Child Support Order (QMCSO) where you or your spouse is required to provide health care coverage stamped by the court (if applicable) 	<ul style="list-style-type: none"> • State Department of Vital Statistics • Your Judicial Court • Your attorney
Adding a Child of a Domestic Partner/Same Sex Spouse (Under age 19)	<ul style="list-style-type: none"> • Birth certificate with child’s birth date showing the child’s parent to be your domestic partner, or documentation on hospital letterhead with child’s birth date listing your domestic partner as parent, • Most recent federal tax return listing child (first page only), <p>AND</p> <ul style="list-style-type: none"> • Registered Domestic Partner (RDP) registration with state or local government agency, or Domestic Partner Affidavit 	<ul style="list-style-type: none"> • State Department of Vital Statistics • Hospital • Your attorney
Adding a Child of a Domestic Partner/Same Sex Spouse (Age 19-26)	<ul style="list-style-type: none"> • See “Adding a Child of a Domestic Partner/Same Sex Spouse (Under Age 19)”; • Transcript from most recent term, or letter from school registrar, <p>AND</p> <ul style="list-style-type: none"> • Definition of school’s full-time student status on school letterhead 	<ul style="list-style-type: none"> • State Department of Vital Statistics • Hospital • Your attorney • College or other institution of enrollment
Loss or Gain of Other Coverage (Child under age 26)	<ul style="list-style-type: none"> • Copy of employer letter, or certificate of creditable coverage 	<ul style="list-style-type: none"> • Employer • Insurance company
Death of a Child	<ul style="list-style-type: none"> • Copy of death certificate 	<ul style="list-style-type: none"> • State Department of Vital Statistics



QUESTIONS?
Call Accolade at **1-833-580-0994**.

