

GRCC Dependent Documentation Requirements

IMPORTANT ACTION REQUIRED: Grand Rapids Community College is proud to provide a comprehensive benefit package to our eligible employees. To help manage the cost of our benefit plans, we require all employees to provide documentation for dependents when covering them on health, dental/vision or using tuition waiver benefits.

DOCUMENTATION REQUIREMENTS (Please black out the social security number and/or income information.):

Spouse: A copy of marriage certificate (not license) or front page and signature page of last years' IRS Form 1040 showing filing status and spouse.

Dependent Children: Copy of birth certificate that lists name of child and both parents.

Adopted Children: Copy of adoption papers or amended birth certificate naming the enrollee as the parent.

If you are not able to obtain the required documents or if you have questions, please contact a benefits representative in Human Resources at (616) 234-4052 or (616) 234-4175.