



Dependent Documentation and Submission Instructions

Tenneco Team Members

[Log into your enrollment account at www.myTennecoUSBenefits.com](http://www.myTennecoUSBenefits.com). Once you are logged in, select Document Upload from the home page to submit your verification documents. If you have questions about the document submission process, contact the Tenneco U.S. Benefits Center at 877-436-3409.

DRiV and Performance Solutions Team Members

[Log into your enrollment account at www.mydrivUSBenefits.com](http://www.mydrivUSBenefits.com). Once you are logged in, select Document Upload from the home page to submit your verification documents. If you have questions about the document submission process, contact the DRiV U.S. Benefits Center at 800-783-3861.

Financial information in the documents should be redacted prior to submission, along with all but the last four digits of social security numbers.

Spouse	<p>One of the following:</p> <ul style="list-style-type: none">▪ Marriage Certificate▪ Official Court Documentation of Marriage▪ Declaration of Common Law Marriage▪ Federal Tax Return within last [2] years listing spouse (only first page of Form 1040; black out all financial information)▪ The form must show 'married filing jointly' or 'married filing separately' with spouse's name indicated▪ Federal Tax Return Transcript for most recently filed return showing married, either jointly or separately▪ Documents showing the spouse as a dependent on another insurance policy▪ Active life insurance policy listing the spouse as the spouse and beneficiary▪ Proof of Joint Ownership issued within the last [6] months, such as:<ul style="list-style-type: none">▪ Mortgage statements▪ Bank statements▪ Credit card statements▪ Rental/lease agreements▪ Property tax statements
Domestic Partner	<p>Either</p> <ul style="list-style-type: none">▪ Domestic Partner Affidavit (Notarized) <p>and one of the following:</p> <ul style="list-style-type: none">▪ Bank or Credit Card Statement with Common Address▪ Mortgage or Lease Statement with a Common Address▪ Motor Vehicle Registration Card or Proof of Insurance with a Common Address▪ Utility Bill with a Common Address▪ Copy of employee and domestic partner's driver's license showing your current address▪ Power of attorney for health care▪ Designation of employee and domestic partner as authorized signatures on safe deposit boxes▪ Joint wills <p>Or one of the following:</p> <ul style="list-style-type: none">▪ Documentation of Domestic Partner Registration▪ Documentation of a Civil Union▪ Federal Tax Return

Children	<p>One of the following:</p> <ul style="list-style-type: none"> ▪ Birth Certificate with parent's name listed ▪ Hospital Birth Record (within 90 days of Birth) ▪ Adoption Certificate ▪ Qualified Medical Child Support Order (QMCSO) ▪ Federal Tax Return within last [2] years listing child: Send only first page of Federal Tax Return (Form 1040); black out all financial information ▪ Social Security card order confirmation for newborn instead of a birth certificate. ▪ A school or daycare enrollment letter showing the guardian/parent-child relationship
Step-Children	<p>One of the following:</p> <ul style="list-style-type: none"> ▪ Birth Certificate with Parents Name Listed ▪ Hospital Birth Record (within 90 days of Birth) ▪ Adoption Certificate ▪ Qualified Medical Child Support Order ▪ A school or daycare enrollment letter showing the guardian/parent-child relationship <p>Note: additional documents may be requested, such as a Marriage Certificate, Official Court Documentation, or a Current Tax Return to substantiate the child's relationship</p>
Domestic Partner Child	<ul style="list-style-type: none"> ▪ Domestic Partner Affidavit (Notarized) <p>And one of the following:</p> <ul style="list-style-type: none"> ▪ Birth Certificate with Parents Name Listed ▪ Hospital Birth Record (within 90 days of Birth) ▪ Adoption Certificate ▪ Qualified Medical Child Support Order ▪ A school or daycare enrollment letter showing the guardian/parent-child relationship with DP
Children for whom you are legal guardian or have legal custody	<p>Court documents showing the employee or spouse has been awarded Legal Guardianship or Legal Custody by the court</p>