



Dependent Type	Required Documents*
<p><i>*Please note, any financial information in the documents should be redacted prior to submission, along with all but the last four digits of social security numbers.</i></p>	
<p>Spouse</p>	<p>One of the following:</p> <ul style="list-style-type: none"> ▪ Marriage Certificate ▪ Official Court Documentation of Marriage ▪ Declaration of Common Law Marriage
<p>Domestic Partner</p>	<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 <p>Or one of the following:</p> <ul style="list-style-type: none"> ▪ Documentation of Domestic Partner Registration ▪ Documentation of a Civil Union
<p>Children</p>	<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
<p>Step-Children</p>	<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 <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>
<p>Domestic Partner Child</p>	<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
<p>Children for whom you are legal guardian or have legal custody</p>	<p>Court documents showing the employee or spouse has been awarded Legal Guardianship or Legal Custody by the court</p>



Documentation can be submitted via:

Online Upload: www.myTennecoUSBenefits.com go to Main Menu > Resources > Documents and Resources.

Mail: Tenneco US Benefits Service Center
P. O. Box 2188
Bellaire, TX 77402

Submission of Documentation:

Standard forms that team members return to Empyrean should include the following information, on each page, to support accurate and efficient processing:

- Attn: Tenneco US Benefits Service Center
- Participant's full name, first and last name
- Participant's employee ID or last four digits of the Social Security number
- A daytime phone number where the participant may be reached

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