

HUMAN  
 RESOURCES

Pension & Benefits

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<http://www.yorku.ca/hr/units/cpb/index.html>

# Memo

To: Employees with Benefit Coverage

From: Terisa Ducharme, Associate Director, Pension & Benefits

Date: August 20, 2010

Subject: Adding dependants to your benefit coverage

**Effective September 1, 2010**, there is an updated requirement when adding dependants to your benefit coverage.

When submitting the Benefit Enrolment and Change form proof of relationship will have to be attached to the form before the dependant(s) can be added to benefits. **Dependant(s) will be added effective the date the necessary proof has been received.** The following documents will be accepted:

- If married:
  - Copy of Marriage certificate
  - Copy of mail with same address as employee
  - Copy of proof of joint bank account
  
- If common law:
  - Copy of drivers license with same address as employee
  - Copy of mail with same address as employee
  - Copy of proof of joint bank account
  
- Children:
  - Copy of birth certificate
  - Copy of baptismal certificate
  - Copy of mail with same address as employee

The Benefit Enrolment and Change form can be found at:  
<http://www.yorku.ca/hr/documents/index.html>

If you have any questions you may contact your Pension & Benefits Counsellor based on the first initial of your last name at 416-736-2100.

Employee's Last Name Initial	Counsellor	Extension	Email Address
A – E	Margaret Crowe	20377	crowem@yorku.ca
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