



NEW HIRE ENROLLMENT CHECKLIST

To ensure your enrollment request is processed accurately and without delay, please submit all required documents to newhire@tehw.org

1. Member Enrollment

- WMATA ID
- Other Insurance Card (If Opting Out)

2. Spouse Enrollment

- Social Security Card (***Eligible dependents must have a valid Social Security Number (SSN). To apply for a Social Security card, visit www.ssa.gov. To apply for an ITIN number, go to www.irs.gov***)
- Marriage Certificate

3. Dependent Enrollment

- Social Security Card (or ITIN Number)
- Birth Certificate (Must include Member's or Enrolled Spouse's Name)
- Custody/Adoption Documents (If applicable)

4. Domestic Partner (a Domestic Partner can only be added during Open Enrollment)

- Affidavit of Domestic Partnership Form
- Three Forms of Documentation:
 - a. Common Ownership/Lease of Real Property
 - b. Common Ownership of a Motor Vehicle
 - c. Proof of Joint Bank Account
 - d. Proof of designation has primary beneficiary
 - e. Primary designation under Partner's Will, Assignment of a Durable Power of Attorney, or Health Care Power of Attorney

5. Birth Certificate

6. Social Security Card

7. Opt-Out (***Members with an outstanding premium balance may opt out of plan coverage but are not eligible for the \$1,500 premium conversion payment until the past due balance is paid in full. Members with Medicaid may opt out of plan coverage but are not eligible for the \$1,500 premium conversion payment***)
- a. Copy of current insurance card
 - b. Copy of Metro ID card