

University of Michigan

For HRRIS Use Only

Input Elections _____

Dependent Information Form

This form is for information only and does not enroll your dependents in benefits. Use this form to update information for your eligible dependents already on record with the University. To add eligible dependents to your benefits, contact the HR/Payroll Service Center. For more information on eligibility, see the Benefits Office Web site at www.umich.edu/~benefits/eligibility. Please print all information in **black** ink.

1. Faculty or Staff Member Information.

Name (Last, First, Middle Initial)		UMID	U.S. Social Security Number (if UMID is unknown)
Date of Birth	Date of Hire (Service Date)	Email Address	Daytime Phone Number

2. Dependent Information.

Dependent Name (Last, First)	Date of Birth (MM/DD/YY)	Gender (M/F)	Dependent Relationship Code (see below)

Dependent Relationship Codes

*Relationship Codes: SP = Spouse; C = Child; SA = Other Qualified Adult (OQA); CO = Child of OQA; SC = Stepchild; GC = Grandchild; R = Other Relative (niece or nephew); SB = Sibling

Coverage for these relationships is only allowed when certain criteria are met, including being claimed on your income tax return. Proof of eligibility may be required. See the Benefits Office Web site at www.umich.edu/~benefits/eligibility for details.



Questions?

HUMAN RESOURCES

If you have any questions, view the Benefits Office Web site at www.umich.edu/~benefits, or call the HR/Payroll Service Center at 734-615-2000 or 866-647-7657 (toll free for off-campus long-distance calls within the U.S.).

Benefits Office

How to Return Your Signed and Completed Form

By FAX

Fax it to 734-763-0363. Keep a copy of the fax transmission report with your form in your records.

By Mail

Make a copy for your records and send the original by **Campus Mail or U.S. Mail to:** HRRIS Benefits Transaction Team
4073 Wolverine Tower
3003 South State Street
Ann Arbor, MI 48109-1281

Drop It Off In Person

Bring a photocopy of your completed form and ask the receptionist to stamp your form "received" for your records.

U-M Ann Arbor
HR Service Center
Wolverine Tower – Low Rise G250
3003 South State Street
Ann Arbor, MI 48109-1278

U-M Flint
UHR – Flint
213 University Pavilion
303 East Kearsley Street
Flint, MI 48502-1950