

Email message – January 14, 2020

**TO:** Local Government and Local Education Certifying Officers, Human Resource Directors, and Benefits Administrators participating in the SHBP/SEHBP

**FROM:** The New Jersey Division of Pensions & Benefits (NJDPB)

**SUBJECT: Change in Acceptable Proof to Add a Spouse to Health Benefits Coverage**

Please be advised as of February 1, 2021, the New Jersey Division of Pensions & Benefits (NJDPB) will no longer accept Joint Ownership of Debt as proof to add a spouse to a member's Health Benefits coverage. Along with a copy of the marriage certificate, acceptable proof will be a copy of the front page of the employee's federal tax return (Form 1040) from the previous year that includes the spouse. If filing separately, a copy of both spouses' tax returns that list the same address can be submitted. If marriage occurred in the current calendar year, a copy of the tax return is not required. If a federal 1040 cannot be provided for any reason, we will accept a copy of employee's State tax return. **Note:** Members may black out all financial information and all but the last four digits of any Social Security Numbers on tax returns.

Do not reply to this email message or mailbox. Incoming messages cannot be received. If you have questions or concerns about the content of this message, contact the New Jersey Division of Pensions & Benefits at: [pensions.nj@treas.nj.gov](mailto:pensions.nj@treas.nj.gov) or go to <https://www.state.nj.us/treasury/assets/contact/pensions/contact-pensions.shtml>