



# DEPENDENT CHILD CERTIFICATION

Information provided to the Employees Retirement System of Texas (ERS) is maintained for managing your benefits.

If you have questions about your information, or believe that information provided to ERS may be incorrect, please notify ERS.

Complete a separate form for each dependent child to be covered.

**Note:** If you certify online, you do not need to complete this form, unless requested due to a dependent eligibility audit.

You may certify your dependent either by:

- Using your online account at [www.ers.texas.gov](http://www.ers.texas.gov), or
- Active employees: may send this completed form to your benefits coordinator or HHS Employee Service Center, or
- Other members: may send this completed form to:

**Employees Retirement System of Texas  
Customer Benefits  
P.O. Box 13207  
Austin, TX 78711-3207  
(866) 399-6908 Toll-free**

## SECTION A: PERSONAL DATA

|  |  |  |                       |                               |  |
|--|--|--|-----------------------|-------------------------------|--|
| Employee/Retiree Name: First, MI, Last |  | Social Security Number (SSN)                                     |                       | Employee ID                   |  |
| Agency Name                            |  |  | Dept ID/Agency Number |                               |  |
| Legal Name of Child: First, MI, Last   |  | Child's Social Security Number (Required for 12 months or older) |                       | Child's Birth Date mm/dd/yyyy |  |

## SECTION B: DEPENDENT CHILD CATEGORY

Pick one true statement to certify dependent eligibility:

- |  |   |
|--|---|
| <p>___ 1. I certify this child is my:<br/>(check one, a. through f.)</p> <ul style="list-style-type: none"> <li>___ a. natural child,</li> <li>___ b. adopted child,</li> <li>___ c. foster child,</li> <li>___ d. stepchild,</li> <li>___ e. court-appointed ward, or</li> <li>___ f. child under managing conservator.</li> </ul> <p>- OR -</p> <p>___ 2. I certify:</p> <ul style="list-style-type: none"> <li>• this child is related to me by blood or marriage <b>AND</b></li> <li>• was claimed as a dependent on my federal income tax return in the previous calendar year <b>AND</b></li> <li>• I will continue to claim this child on my federal income tax return for every year the child is enrolled.</li> </ul> <p>- OR -</p> | <p>___ 3. I certify:</p> <ul style="list-style-type: none"> <li>• this child is related to me by blood or marriage and was not claimed on my federal income tax return for last year because the child was born in the current calendar year <b>AND</b></li> <li>• will be claimed on my federal income tax this year and for every year the child is enrolled.</li> </ul> <p>- OR -</p> <p>___ 4. I certify this child is related to me by blood or marriage and is eligible for benefits in the Texas Employees Group Benefits Program due to good cause and I have read and understand the definition of good cause provided below. Definition of Good Cause: Good cause means that you cannot certify this child under items 2 or 3 above because of unexpected circumstances that required you to take parental responsibility for the child this year. You may not certify the child for good cause unless you will legally claim the child as your dependent for federal income tax purposes in this current year.</p> |
|--|---|

**Member Comment – Only complete this box if you choose Option 4.**

## SECTION C: CERTIFICATION

I understand I may be asked to show documentation to support my selection. False information could lead to expulsion from the Texas Employees Group Benefits Program and/or criminal prosecution.

\_\_\_\_\_  
Signature of Employee/Retiree

\_\_\_\_\_  
Date Signed (mm-dd-yyyy)