

# **AFTRA HEALTH AND RETIREMENT FUNDS**

## **INDIVIDUAL “BUY-UP” CHECKLIST**

**For**

### **DOMESTIC PARTNER HEALTH COVERAGE ENROLLMENT**

Below is a checklist of all documentation needed for the enrollment of your domestic partner into the AFTRA Health Plan. This documentation along with the requisite premium payment must be submitted at the same time to the Health Fund by the due date indicated on the Premium Notice.

- Affidavit of Domestic Partnership**  
The Affidavit of Domestic Partnership must be signed by both the participant and domestic partner and must be notarized.
- Birth Certificates**  
The Health Fund requires photocopies of birth certificates from both the participant and domestic partner.
- Registration of Domestic Partnership**  
If you are a resident of any city, county or state that permits registration as domestic partners, you must register and provide to the Health Fund a photocopy of this registration.
- Premium Payment**  
If you are eligible for the Individual Health Plan, you may purchase health coverage for your domestic partner through the Fund’s “buy-up” program. Enclosed is a premium notice indicating the amount due for the 1<sup>st</sup> quarter of your partner’s coverage. Return this payment to the Health Fund before the due date indicated on the Premium Notice.
- Premium Notice**  
To ensure that your payment is processed properly, we request that you return to the Health Fund the detachable portion of the Premium Notice along with your premium payment.
- Enrollment Card**  
If you wish to name your domestic partner as your beneficiary, you must file a new Enrollment Card with the Funds.
- For Your Own Records**  
We recommend you make copies of your signed and notarized affidavits.

**PLEASE NOTE: All documentation and premium payment must be received by the Health Fund by the due date indicated on the enclosed Premium Notice.**