Enrollment Form Required Documents

Mid-America Carpenters Regional Council Health Fund (Fund)
Northern Illinois Region

1. **Participants must enroll dependents within 90 days of a qualifying event (marriage or adoption).** Enrollment Form and supporting documents must be received within 90 days of the qualifying event for coverage to begin retroactive to that date; otherwise, coverage will begin on the date the Enrollment is received.
2. **Participants must enroll newborns within 90 days of a dependent child's birth.** If the Enrollment Form and supporting documents are received within 90 days of the child's date of birth, coverage will begin on the child's birth date. If the Enrollment Form is received within 90 days but the supporting documents are received more than 90 days from the child's birth date, newborn enrollment will end after 90 days, and coverage will be reinstated on the first of the month in which relationship documents are received. If all required documents are received more than 90 days after the child's birth date, coverage will begin on the date all documents are received.
3. **All participants enrolled must be enrolled under their legal name and Social Security Number as it appears on their Social Security card.** In order for you to avoid penalty from the IRS, the Fund requires this information to report your Minimum Essential Coverage to the IRS annually. The IRS matches the information we submit with the information on your federal income tax return.
4. **Documentation Requirements**

Spouse	Copy of county certified marriage certificate
Child up to Age 26	Copy of county certified birth certificate Copy of certified divorce decree (if the parents are divorced)
Child for whom court order mandates coverage	Original or certified Qualified Medical Child Support Order (QMCSO) or a National Medical Support Notice; or Copy of certified divorce decree (if the parents are divorced)
Adopted Child	Interim order of placement and/or final adoption order
Stepchild up to Age 26	Copy of certified birth certificate; and Copy of divorce decree (if the parents are divorced) AND a stepchild dependent affidavit or a death certificate of the biological parent

Please note: When sending copies of documentation to the Plan, please include the participant's name and social security number on each document for proper identification. Enrollment will not be complete without all necessary paperwork submitted in its entirety.

For Assistance: Please contact Participant Services, Monday through Friday, 8:00 am to 4:30 pm.

Submit completed Enrollment Form with copies of all required documents:

- **MAIL**: 12 E. Erie, St., Chicago, IL 60611
- **DROP-OFF**: 12 E. Erie, St., Chicago, IL 60611 or 4979 Indiana Ave, Lisle, IL 60532
- **EMAIL**: submit@macbenefits.org
- **FAX**: (312) 951-1515

Resources to obtain legal documents:

Birth Certificates & Marriage Licenses in Illinois: Contact the county clerk's office in the county where the birth or marriage occurred.
Expedited Birth Certificates & Marriage Licenses: https://www.vitalchek.com/