



AFFIDAVIT OF DOMESTIC PARTNERSHIP - Instructions

If you are covering a Domestic Partner* on your PPS benefits, PPS requires you to complete a notarized *Affidavit of Domestic Partnership* and submit to the PPS Benefits Department.

- 1) Before you begin, review the **Imputed Income Rate Sheet** specific to your Employee Group for information about the increase in taxes (imputed income tax) associated with covering a domestic partner/domestic partner's child(ren).
 - a) ATU | DCU | PAT | PFSP Imputed Income Rate Sheet: https://sdtrust.com/mybenefits_health.php
 - b) Non-Represented Imputed Income Rate Sheet: <https://www.pps.net/Page/1636>
 - c) SEIU Imputed Income Rate Sheet: <https://www.pps.net/Page/11607>

IMPORTANT: The value of your domestic partner health insurance coverage is considered a taxable benefit under federal IRS regulations. If you have domestic partner health insurance coverage, an additional taxable income, also known as imputed income, is added to your pay each month and then the appropriate taxes are withheld. The impact on your tax withholding will depend on your gross pay and your W-4 filing status. PPS cannot provide tax advice. We strongly encourage you to seek out a certified tax professional for assistance.

- 2) Read the *Affidavit of Domestic Partnership* (page 2 of this handout).
- 3) Complete the *Affidavit of Domestic Partnership* (page 2 of this handout), having it notarized by an Oregon Notary
 - a) Most banks offer free notary services and only one of the two partners need to be present.
 - b) PPS does have free notaries available in Human Resources at the Dr. Matthew Prophet Education Center (formerly BESC) by appointment only. Email benefits@pps.net to schedule an appointment.
- 4) Submit your completed/notarized affidavit to the **PPS Benefits Department** at benefits@pps.net.
- 5) Keep a copy of your notarized affidavit for your records.
 - a) **Mandatory Dependent Verification Audit** - ATU, DCU, PAT, & PFSP Employee Groups ONLY
The **Health & Welfare Trust** (plan administrator for your PPS benefits) works with **Secova**, an independent firm, to conduct confidential dependent eligibility verification. **You will need to retain a copy of your completed notarized affidavit to submit to directly to Secova for the dependent eligibility verification.** Within 45 days **AFTER** enrolling in benefits, you will receive your verification packet from Secova to the mailing address on file for you with further instructions. More information on the H&W Trust dependent eligibility verification through **Secova** can be found on the **H&W Trust website** at https://sdtrust.com/enroll_dependent_verification.php.

* A **Domestic Partner** is an unmarried individual of the same or opposite sex whom you have been living with for six months or more prior to enrolling in PPS benefits. **NOTE:** A legally married spouse is not a Domestic Partner.

