



Rutherford County, Tennessee

Insurance Department

303 N. Church St., Ste.201, Murfreesboro TN 37130

Melissa Stinson, Insurance Director

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Dear Employee:

In order to enroll eligible dependents in the Rutherford County Medical/Dental plan verification for your dependents must be provided to the Insurance Department within 60 days of your date of hire. Please submit a copy of your 2010 Federal Tax Return (blocking financial information), Page 1 and signature page. If filed electronically, Page 1 and Electronic Filing Form 8879. A current school admissions record on school letterhead verifying full time student status must be provided for dependents age 19 and older. If dependents participating on the medical/dental plan are **not listed** on the tax return, employees must provide additional supporting documents such as a marriage license, birth certificate, divorce decree, etc. The Dependent Verification Information Sheet (located on Insurance website) shows a list of acceptable documents. Failure to submit the appropriate documentation within the designated timeframe will result in the dependent(s) being removed from the benefit plan retroactively.

Sincerely,

Melissa Griffy
Insurance Coordinator
mgriffy@rutherfordcounty.org

