



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 2009 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 attached sheet 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,

Insurance Administrator