



# Spouse and Dependent Verification Form

Please complete the following:

Name of City Employee:

Address 1:

Address 2:

City:  State:  Zip Code:

Phone:  City of Phila. Payroll No.

Name of Student:

Address 1:

Address 2:

City:  State:  Zip Code:

Phone:  Relationship to Employee:

The following documentation is needed in order for the discount to be applied to student's account.

**Spouse Provide a copy of** (choose one)

- Most recent year's 1040 Married Filing Jointly federal tax return that lists the spouse (black out financial information and dependents' Social Security numbers)
- Subscriber's and spouse's most recent 1040 Married Filing Separately federal tax return (black out financial information and dependents' Social Security numbers)
- Proof of common residence (example: a utility bill) and marriage certificate
- Proof of financial interdependency (example: a shared bank statement—black out financial information) and marriage certificate\*
- Medical card listing City Employee

**Dependent - Provide a copy of** (choose one)

- Most recent year's federal tax return that includes the child(ren) as a dependent and listed as a son or daughter (black out financial information and dependents' Social Security numbers)
- Birth certificate (or hospital certificate with the child's footprints on it) showing the name of the parent who is the City Employee.
- Certificate or decree of adoption
- Court-ordered parenting plan
- Medical card

Please return documentation to:  
School of Graduate Studies – SGS Staff, SJ 378, 215.248.7170,  
gradschool@chc.edu