



RTX Benefits Qualifying Life Event & Dependent Verification Documentation Matrix

Qualifying Life Event (QLE) changes must be submitted in Workday within 30 days of the event date. The [Qualifying Life Event Documentation Matrix](#) outlines the acceptable documentation required to process a qualifying life event.

If you add a dependent to coverage for the first time during any life event, you must also provide **Dependent Verification Documentation** (see page 3).

Please note:

- RTX Benefits **will not process** your qualifying life event until all documentation is received.
- Both QLE and Dependent Verification documentation must be supplied together within 30 days of the event date.
- Premiums will apply from the effective date of the qualifying life event and will be charged in full on your next pay.

Qualifying Life Event Documentation Matrix

Event	Acceptable Documentation <i>Only one piece of documentation is required as long as it includes the "must include" information.</i>	Documentation must include:
Birth / Adoption / Legal Guardian	<ul style="list-style-type: none"> • Birth Certificate • Official Hospital Letter¹ • Adoption Certificate • Court documents showing legal guardianship 	<ul style="list-style-type: none"> • Child's name • Date of birth • Colleague's name or spouse's name as parent(s) <p><i>You must also provide Dependent Verification documentation (See Pg.3) if you add dependents aside from your newborn</i></p>
Marriage	<ul style="list-style-type: none"> • State Government-issued Marriage Certificate 	<ul style="list-style-type: none"> • Colleague's name • Spouse's name • Date of marriage <p><i>You must also provide Dependent Verification documentation (See Pg.3) if you add dependents aside from your spouse</i></p>
Domestic Partner ²	<ul style="list-style-type: none"> • Domestic Partner Affidavit 	<ul style="list-style-type: none"> • The Affidavit must be completed in full, including notarized signatures and two supporting documents from the list of acceptable documents in the Affidavit. <p><i>You must also provide Dependent Verification documentation (See Pg.3) if you add dependents aside from your partner</i></p>

¹ Birth Certificates must be a government issued birth certificate. A hospital issued birth certificate will ONLY be accepted if the child's birth occurred within the last 60 days. You will be required to provide a government issued birth certificate upon request at a later date.

² If you are covering your domestic partner and/or your domestic partner's children, imputed income will apply. (Imputed income is the value of coverage paid by Rentokil for your domestic partner and eligible children. Imputed income is considered taxable income to you, and your portion of the premium must also be paid on an after-tax basis.) The cost of benefits may differ from what is listed in the Benefits Guide or on [RentokilTotalRewards.com](#).

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Event	Acceptable Documentation <i>Only one piece of documentation is required as long as it includes the “must include” information.</i>	Documentation must include:
Divorce	<ul style="list-style-type: none"> • Official Divorce Decree • Notarized letter from the court stating divorce is granted • Official documentation from the court showing legal separation and medical coverage is not required 	<ul style="list-style-type: none"> • Colleague’s name • Ex-spouse’s name • Date of divorce/legal separation <p><i>You must also provide Dependent Verification documentation (See Pg.3) if you add dependents due to your divorce</i></p>
Dissolution of Domestic Partnership	<ul style="list-style-type: none"> • Dissolution of Domestic Partnership Form 	<ul style="list-style-type: none"> • Colleague’s name • Former Domestic Partner’s name • Mailing address for former Domestic Partner
Gain of Coverage for Employee and/or Dependents	<ul style="list-style-type: none"> • Official letter from employer or insurance company • Creditable coverage letter from the insurance company • Benefits confirmation statement showing new coverage • Insurance ID card for new coverage • Official notification from a state insurance program 	<ul style="list-style-type: none"> • Colleague’s name • Dependent name(s) • Effective start date of new coverage • Type of coverage (Ex. medical, dental, vision, etc.)
Loss of Coverage for Employee and/or Dependents	<ul style="list-style-type: none"> • COBRA notification • Official letter from employer or insurance company • Creditable coverage letter from the insurance company • Benefits confirmation statement showing loss of coverage • Official notification from a state insurance program 	<ul style="list-style-type: none"> • Colleague’s name • Dependent name(s)* • Effective end date of prior coverage • Type of coverage (Ex. medical, dental, vision, etc.) <p><i>You must also provide Dependent Verification documentation (See Pg.3) for each dependent added due to the QLE</i></p>
Death of Dependent	<ul style="list-style-type: none"> • Death Certificate 	<ul style="list-style-type: none"> • Dependent’s name
Court Ordered Benefits Enrollment	<ul style="list-style-type: none"> • Qualified Medical Child Support Order 	<ul style="list-style-type: none"> • Colleague’s name • Dependent name(s)

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Dependent Verification Documentation Matrix

Dependent	Acceptable Documentation
<p>Child, up to the age of 26</p> <ul style="list-style-type: none"> ● <i>Biological Child</i> ● <i>Adopted Child</i> ● <i>Child Placed for Adoption</i> ● <i>Step Child</i> ● <i>Foster Child</i> ● <i>Child of Domestic Partner</i>³ 	<p><i>Only one document per dependent is needed, with the exception of Domestic Partners, for whom you must submit the notarized affidavit and 2 additional documents showing financial interdependence.</i></p> <ul style="list-style-type: none"> ● Birth Certificate* ● Official Hospital Letter* ● Adoption Certificate ● Court documents showing legal guardianship ● Current/Previous Year's Tax Return** ● Qualified Medical Child Support Order <p>Note: Coverage is available for an adult child who is 26 or older classified as disabled by the Social Security Administration, provided you complete the disabled dependent verification process before the child reaches age 26. Contact MyHR@Rentokil-Terminix.com for more information on this process.</p>
<p>Spouse</p>	<ul style="list-style-type: none"> ● State Government-issued Marriage Certificate ● Current/Previous Year's Joint Tax Return**
<p>Domestic Partner or Common Law Spouse</p>	<ul style="list-style-type: none"> ● Domestic Partner Affidavit completed in full, including a notarized signature and two supporting documents*** from the list of acceptable documents in the Affidavit.
<p>Dependent under Legal Guardianship</p>	<p>Proof of Legal Guardianship</p>

**Birth Certificate must be a government issued birth certificate (not a hospital issued certificate). A hospital issued birth certificate will ONLY be accepted if the child's birth occurred within the last 60 days. You will be required to provide a government issued birth certificate upon request at a later date.*

***Only the first page of the Current/Previous Year's Tax Return is required. When sending a copy of your tax return, block out financial information and the first five numbers of any Social Security Numbers appearing on the documentation.*

****Documents proving joint ownership with a Domestic Partner are: Mortgage Statements, Credit Card Statements, Bank Statements, and Residential Leasing Agreement listing both party's names as co-owners. The joint ownership may be established prior to the current year, however the statement provided must be issued within the last 6 months.*

³ To cover the child of a Domestic Partner, the Domestic Partner Affidavit must be on file or completed at the time of enrollment. Imputed income will apply, see footnote 1, page 1 for more details.