

## Instructions for Mailing or Faxing Documentation

To continue Iowa State University medical, dental and/or vision benefits for your dependent(s), you must provide appropriate documentation to verify their eligibility for coverage. Documentation must be submitted online, postmarked or faxed by **June 2, 2023**.

**To mail or fax copies of appropriate documents, please complete the form on the back of this page and follow these steps:**

**You can also complete the dependent eligibility verification process online at [https://review.ehr.com/drs\\_ISU](https://review.ehr.com/drs_ISU). You can upload documents quickly and easily, as well as check the status of your dependent verification.**

1. **Verify each dependent's eligibility.** The individuals shown on the other side of this form are currently enrolled as dependent(s) under your Iowa State University medical, dental and/or vision benefits. Review the enclosed *Definition of Dependent Eligibility* and mark whether each individual is "**Eligible**" or "**Ineligible**".
2. **Make a copy of dependent eligibility documentation and submit it for each covered dependent.** Please refer to the enclosed list of *Acceptable Documentation* for each dependent type. **Please note more than one piece of documentation may be required.** Do not send original documents because they cannot be returned. See the enclosed *Frequently Asked Questions* for tips on how to obtain copies of records.
3. **Complete, sign and return this form with the required documentation.** Check the appropriate box (on the other side of this form) to indicate that you've enclosed a copy of the required documentation for each of your eligible dependents. Sign, date and return the form along with your dependent eligibility verification documentation.

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**By Mail**

WTW Dependent Verification Center, DEPT: ISUDRS, P.O. BOX  
981916, EL PASO, TX 79998

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**By Secure Fax**

1-866-902-0543

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Return copies of the documents by **June 2, 2023**.

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**IMPORTANT NOTE:** The purpose of this form is to verify those dependents who meet the definition of dependent eligibility and/or remove individuals who are no longer eligible for Iowa State University benefits. This process does not allow you to add or remove eligible dependents from Iowa State University benefits. If the relationship or date of birth of any individual listed on the other side of this form is incorrect (e.g., a child is listed as a spouse), please contact the **WTW Dependent Verification Center at 1-855-722-9663**.