

Affidavit of Domestic Partnership

Declaration

We, _____ and _____
(Employee) (Domestic Partner)

certify that we are domestic partners in accordance with the following criteria.

Criteria

1. We have an exclusive mutual commitment.
2. We are each other's sole domestic partner and intend to remain so indefinitely.
3. We are of the same or opposite gender and neither one of us is legally married.
4. We are not related by blood to a degree of closeness which would prohibit legal marriage in the state in which we legally reside.
5. We are at least eighteen (18) years of age and are legally competent to enter into a contract.
6. We have been living together as domestic partners in a shared residence for at least twelve (12) consecutive months and intend to reside together indefinitely. We have been sole domestic partners living together continuously since _____.
(mm/dd/yyyy)
7. It has been at least 12 months since Human Resources has received an Affidavit of Termination of a Domestic Partnership from either of us (if applicable).
8. We share joint responsibility for our common welfare, living expenses, and financial obligations as evidenced by the existence of one of the following documents (a copy must be attached to your completed affidavit).
 - Joint deed, mortgage agreement, or lease
 - Joint bank account
 - Joint credit account or other liability
 - Joint names on automobile, renters or homeowners insurance policies

Note: This document must be dated within the past 60 days and show your name and your domestic partner's name at the same address. Be sure to redact all financial information, account numbers, and social security numbers (the best practice for redaction is to cut out the sensitive information before scanning or copying the document).

Change in Domestic Partnership

We agree to notify Human Resources if there is any change in our status as domestic partners as certified and acknowledged in this statement. We will notify the University within thirty (30) days of such change by filing an "Affidavit of Termination of Domestic Partnership". Coverage in benefit programs will end on the last day of the month in which the partnership ends.

After submitting an Affidavit of Termination of Domestic Partnership, I, _____
(Employee)
understand that a subsequent Affidavit of Domestic Partnership cannot be filed until at least 12 months after an Affidavit of Termination has been received by Human Resources.



Affidavit of Domestic Partnership

Acknowledgements

1. The CSU Faculty and Admin Pro Privileges and Benefits Summary documents, the insurance contracts, and University policy govern all questions of eligibility and coverage of domestic partners.
2. CSU will request [proof](#) that my partnership meets the joint residency and financial interdependence eligibility criteria, and I agree to provide CSU with supporting documents.
3. We understand that any child(ren) that is not the employee's "qualifying" federal tax dependent must be the "qualifying" federal tax dependent of the domestic partner to be covered under the medical, dental, vision and voluntary life insurance plans (refer to the Faculty and Admin Pro Privileges and Benefits Summary for more information on the eligibility criteria for a dependent child).
4. It is our understanding that the value of the contributions made by CSU toward the cost of applicable plan coverage for the domestic partner and/or the domestic partner's child(ren) is treated as taxable income unless the domestic partner and/or domestic partner's child(ren) are the employee's "qualifying" tax dependents under Internal Revenue Code 152. We understand that CSU assumes no responsibility for any resulting tax obligation.
5. We understand that CSU will be relying on our declarations and will be granting certain University privileges and benefits to us based on such reliance.
6. We understand that making any false or misleading declarations and acknowledgements in this Affidavit or failure to notify the University of any change in status as domestic partners could result in the University taking disciplinary action against the employee.
7. We understand that the Board of Governors of the Colorado State University System reserves the right to modify its policy on domestic partner benefits at any time.
8. Each of us affirms and declares under penalty of perjury that the information in this Affidavit is true and complete to the best of our knowledge. Each of us understands that it is possible that this statement may create certain legal and tax obligations, rights, duties and/or liabilities and we have been advised to seek individual legal and tax advice.

Notary

IN WITNESS WHEREOF, I have executed the Affidavit on this _____ day of _____, 20_____.

(Print Employee Name)

(Signature)

(Print Domestic Partner Name)

(Signature)

The foregoing Affidavit was subscribed and sworn to before me in the County of _____,

State of _____, this _____ day of _____, 20_____.

(Notary Public)

My Commission Expires: _____

Certification of Dependency for University Benefits

Academic Faculty, Administrative Professionals,
 Veterinary and Clinical Psychology Interns,
 Post-Doctoral Fellows
HUMAN RESOURCES

Employee Information		
Employee Name	Employee ID	Phone Number

Instructions

Complete or update this form when applicable, identifying any individuals you will be seeking University benefits for who may or may not be your “qualified” federal tax dependent including individuals associated with your domestic partnership or civil union partnership. Certain University benefits provide a cash equivalent value to University employees and/or their eligible dependents. There may be tax consequences (imputed income) when you receive these types of benefits when those individuals are not your “qualified” federal tax dependent as defined under Section 152 of the Internal Revenue Code which defines a federal tax dependent. **This is a complex area of the law, and you are encouraged to consult a tax advisor to determine the status of your dependents.**

Federal Tax Dependent (Qualified vs. Nonqualified)

When you have confirmed eligibility for your same or opposite gender domestic partner or civil union partner, your domestic partner’s or civil union partner’s unmarried or married child(ren) or other eligible individuals and are ready to enroll or apply for University benefits, you must indicate whether each individual qualifies as your federal tax dependent. If you fail to do so, they will be identified as non-federal tax dependents (“nonqualified”). Review each applicable benefit program for eligibility criteria.

Note: University benefits provided to your eligible “nonqualified” tax dependent(s) will result in tax consequences (imputed income) to the employee in accordance with current IRS tax code.

Consult with your personal tax advisor prior to making your determination.

Instructions: List dependents (include qualified and non-qualified dependents and/or your domestic partner or civil union partner) you are seeking University benefits for and indicate whether they are <u>your</u> “qualified” federal tax dependent(s). Please indicate whether you are adding, or dropping an individual who may no longer be eligible.	Is this Individual <u>your</u> Federal Tax Dependent?		Effective Date
Domestic Partner or Civil Union Partner (if applicable)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Child (if applicable)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Child	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Child	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Child	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

Certification

I certify that I have accurately reflected the qualifying federal tax status of each dependent listed above. Further, I understand that any individual who is not eligible as a “qualified” federal tax dependent who receives cash equivalent University benefits will become taxable to me in the form of imputed income. I also understand that I must complete applicable enrollment or application documents for each University benefit program.

Employee Signature
Date

