

# How Do I Add My Spouse To PEBTF Benefits?



## You'll need:

- Your original marriage certificate
- Your date of marriage
- Your spouse's date of birth and Social Security Number
- If your spouse is employed and covered by employer benefits, copies of their medical cards
- [PEBTF Employee with Child and/or Spouse](#) forms packet

## What you need to know:

- If you were hired on or after August 1, 2003 and your spouse is employed and is eligible for benefit coverage through their employer, they must enroll in that coverage, and can be added to PEBTF coverage as a secondary. Your spouse can not decline coverage to be primarily covered under PEBTF benefits.
- Should your spouse lose benefit eligibility through their employer, they may be converted to primary coverage until such time as they regain eligibility through an employer.

## How to make it happen:

- Open PEBTF Employee with Child and/or Spouse forms packet.
- Complete Employee Enrollment/Change Form (PEBTF-2) beginning on page 6. For a spouse:
  - Complete sections 1, 2, 6, & 8.
- Complete Eligibility Documentation Verification Form (PEBTF-33) on page 11 using the instructions on the previous page.
  - Present this form and your marriage certificate to your supervisor or facility HR staff. They will verify the certificate and complete sections 1-3. You will also sign section 3.
  - This form may be skipped if your spouse was previously enrolled in your PEBTF benefit coverage in the same status.
- Complete Declaration of Spouse/Domestic Partner Health Coverage Form (PEBTF-11) on page 12.
  - Answer questions as appropriate and sign under #5.
- Complete Employer Benefit Verification Form (PEBTF-36) on page 13.
  - ONLY COMPLETE IF YOUR SPOUSE IS EMPLOYED BUT IS NOT BENEFITS ELIGIBLE.
  - Complete section 1.
  - Section 2 is to be completed and signed by a representative of your spouse's employer.

## How do I get it to you?

- If your agency is served by the HR Service Center:
  - Fax your completed forms to 717.425.7190
  - Scan and email your completed forms to [RA-HRSCemployeeSvc@pa.gov](mailto:RA-HRSCemployeeSvc@pa.gov)
  - Mail to the HR Service Center at the address below.

If your agency is not served by the HR Service Center, please contact your local HR office.