## STATEMENT OF COMMON-LAW MARRIAGE

We, the undersigned, acknowledge that we are living in a marital relationship that began on \_\_\_\_\_\_. We have read the guidelines and will assume the responsibilities of a common-law marriage, and offer the following attached documentation as proof of this relationship for the purpose of qualifying the spouse not employed by the City of Oklahoma City, for qualified dependent medical, dental, and life insurance benefits.

Both parties to this statement represent that they are legally competent to enter into a marriage relationship that may be entered into, maintained, or abrogated as provided by law. The absence of a marital relationship will disqualify the spouse not employed by the City of Oklahoma City as a dependent beneficiary.

The parties acknowledge that if any relevant fact has been misstated, whether intentionally or unintentionally, by or on behalf of any person that results in improper coverage under benefit plans offered by the City of Oklahoma City, the individual is subject to termination from said plans and other appropriate action. Upon the discovery of such misstatement, equitable adjustment of any contributions or benefits paid will be made.

Date:		
Signature of Employee	Employee ID	SSN
Signature of Partner	SSN	
20, personally appeared t evidence) who executed the as their free and voluntary ac	, a Notary Public, in and for said co the above, to me known to be the	
SEAL My Commission Expires: Dat		Signature of Notary Public

#### COMMON-LAW MARRIAGE GUIDELINES

A common-law marriage relationship is defined as two adults who have chosen to share their lives in an intimate and committed relationship, reside together and share mutual obligations of support for the basic necessities of life. To be recognized as a qualified common-law relationship, the two individuals must attest to the fact that they are (1) living together; (2) mutually responsible for the costs of basic living expenses (financially interdependent); (3) not related by blood to a degree that would prohibit marriage; and (4) are age 18 or older.

To document that the partners reside together, the parties must provide evidence such as: (1) lease, deed, or mortgage showing both partners as parties to the transaction; (2) drivers' licenses for both partners showing the same address; (3) utility bills showing the same address; and/or (4) passports for both partners showing the same address.

To document that both partners are financially interdependent, the partners must provide evidence such as: (1) joint checking account; (2) credit cards with the same account number in both names; (3) copy of the most recent tax year federal tax return filed "married filing jointly: or "married filing separately," and/or (4) joint wills.

Common-law marriage constitutes a legal marriage contract between partners who meet statespecific requirements for a valid marriage. When a common-law marriage exists, the couple must go through a formal divorce to end the relationship.

## **Responsibilities of Common Law marriage**

1) Common Law is a legally recognized marriage. You must refer to your partner as a spouse.

2) If you separate, you are responsible to go through the process of legal separation and/or divorce.

3) You must notify Employee Benefits of any Life Event change (divorce, marriage, birth of child, etc.) within 31 days of event date.

4) If you wish to add a new spouse in the future, you will have to provide proof of divorce for the Common-Law spouse. Employee Benefits will not add a new spouse without documentation that your prior Common-Law spouse is no longer your legal spouse.

### **Common Law Checklist**

**INSTRUCTIONS:** Complete and attach to documents provided. Scan packet into employees file.

	Signed Attestation			
	Date parties acknowledge a Common-Law marriage			
	Proof of joint residence	Received		
	Rental Agreement/Mortgage	0		
	Other (specify)	Ο		
	Proof of financial interdependence	Received		
	Joint Bank Accounts/Loans	0		
	Utility Bills	0		
	Other (specify)	0		
	Verbal counseling of responsibilities of Common Law	marriage (provide copy):		
	<ul> <li>Common Law is a legally recognized marriage. You must refer to your partner as a spouse.</li> <li>If you separate, you are responsible to go through the process of legal separation and/or divorce.</li> </ul>			
	<ol> <li>You must notify Employee Benefits of any Life Event change (divorce, marriage, birth of child, etc.) within 31 days of event date.</li> </ol>			
	<ol> <li>If you wish to add a new spouse in the future, you will have to provide proof of divorce for the Common-Law spouse. Employee Benefits will not add a new spouse without documentation that your prior Common-Law spouse is no longer your legal spouse.</li> </ol>			
Employee Signature:		Date:		
Receiv	ed By:	_ Date:		
To be o	completed by Employee Benefits staff:			
	O APPROVED-Effective Date:	O DENIED		
Signat	ure:	Date:		

# **Employee Copy**

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## **COMMON-LAW MARRIAGE GUIDELINES**

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