Protecting Personal Information During the Dependent Audit

UA is concerned that employees protect their financial and personal information during the dependent audit verification process under way by ConSova. This sheet is to help you understand how to comply without compromising such information.

Historically, UA did not require documentation from employees to enroll spouses or dependents in UA’s health plan. However, mistakes can occur, children grow up and spouses sometimes separate. To ensure fairness to all UA employees on the plan and to moderate costs, an audit is necessary.

ConSova started contacting each employee with one or more dependents enrolled in UA’s health plan to ask for eligibility verification.

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**Dependent audit requirements**

Confirm the eligibility of your dependents on the health plan before Feb. 28, 2011

Your last IRS 1040 – only through line 6 – is required; black out SSNs and financial data

For most employees, copies of marriage and birth certificates for dependents are required

Put your name, UA ID number and last 4 digits of your SSN on all verification documents

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**Black out any financial data and all but the last 4 digits of your Social Security number. Black out entire SSNs for spouse/dependents. Do not include information below Line 6.**

If you need help, contact ConSova’s Assistance Center at 866-430-1267 or visit their dedicated website, www.consova.com/universityofalaska.