

**University of Pennsylvania**  
**Division of Human Resources**  
**Affidavit of Domestic Partnership**

The University of Pennsylvania (the "University") provides benefits to your same-sex domestic partner and his or her children, provided that you and your domestic partner sign and complete this Affidavit of Domestic Partnership in the presence of a notary public or a representative of the University's Benefits Office and return it along with the supporting documentation to the Benefits Office at the address provided below. Once your affidavit and supporting documentation have been reviewed, you and your domestic partner will be informed if any further information or action is required.

**A. DECLARATION**

We, \_\_\_\_\_ (*employee name*) and \_\_\_\_\_ (*domestic partner*) certify that we are domestic partners in accordance with the following criteria and that we are eligible for benefits coverage under the University's benefit programs.

**B. PROOF OF STATUS**

1. We have evidence of a City of Philadelphia Life Partnership Agreement, New Jersey Civil Union, New York City Certificate of Domestic Partnership, or a marriage certificate, domestic partnership registration, civil union or the equivalent issued by a foreign country, or a state, municipality, territory or enclave of the United States (please attach copies of such evidence in addition to copies of the employee's Penn ID and a photo ID of the domestic partner) OR
  
2. We declare the following:
  - We are each other's sole domestic partner and have a committed relationship intended to be of indefinite duration.
  - We are of the same-sex and not married to anyone else, and, if previously married, a legal divorce or annulment has been obtained or the former spouse is deceased.
  - We are at least eighteen (18) years old and are old enough to enter into marriage according to the laws of the State or Commonwealth in which we legally reside.
  - We are not a member of another domestic partnership, and if we previously were a member of a domestic partnership, we have taken the necessary legal and other steps to terminate the relationship.
  - We are mentally competent to enter into a contract according to the laws of the State or Commonwealth in which we reside.
  - We are not related by blood to a degree of closeness that would prohibit legal marriage in the State or Commonwealth in which we legally reside.
  - We reside together in the same residence and intend to do so indefinitely. (Note: The shared residency requirement will be suspended for a period of up to 12 months in the case of a separation that is temporary; for example, a job transfer or other temporary separation that results in you and your domestic partner living in separate residences. During the time that the shared residence requirement is temporarily suspended, all other domestic partnership criteria will continue to apply. If after 12 months you are not sharing the same residence for any reason, the partnership will be terminated.)
  - We understand that as domestic partners, we are subject to the same University policies and guidelines in accessing and availing ourselves of the University's benefit programs as other employees. For example, all employees must enroll a new domestic partner and his or her children in the University's benefit programs within thirty (30) days of the date of eligibility. Participants that are not enrolled within this time may not be enrolled until the University's next Open Enrollment period.

- We are not in this relationship for the sole purpose of obtaining benefits.
- We are jointly responsible for each other's common welfare and share financial obligations, which is demonstrated by three of the following pieces of supporting documentation, copies of which have been attached to this Affidavit:
  - a. Joint mortgage or lease (original documents submitted for review),
  - b. Designation of domestic partner as primary beneficiary in employee's will or identified in will as partner (subject to review by University legal counsel),
  - c. Durable property and health care powers of attorney (subject to review by University legal counsel), or
  - d. Joint ownership of an automobile, joint bank account, or joint credit account (original documents must be submitted for review).

**C. TAXATION (YOU SHOULD CONSULT A TAX ADVISOR BEFORE SIGNING THIS CERTIFICATION)**

**General Tax Rules**

The amount of your contribution to provide health benefits for a same-sex domestic partner and children of a same-sex domestic partner will be the same as for a spouse and his or her children. However, medical and dental benefits provided to your domestic partner and/or the children of your domestic partner will be treated as taxable income to you unless your domestic partner and/or children of your domestic partner qualify as dependents under Section 152 of the Internal Revenue Code. If your same-sex domestic partner and his or her children are not your tax qualified dependents, the payments for coverage under the University's benefit programs will be deducted from your salary on a pre-tax basis and then the total **value** of the coverage provided to your same-sex domestic partner and his or her children under the University's benefit programs will be considered taxable income to you. The University will withhold city, state and federal taxes on the additional amount. The value of the coverage provided to your same-sex domestic partner and his or her children will be based on the cost of the coverage under the University's benefit program and will include any University subsidy toward the cost of such coverage. If your same-sex domestic partner and his or her children qualify as tax qualified dependents, your cost of coverage under the University's benefit programs will be deducted from you pay on a pre-tax basis and no additional amount will be considered additional income to you.

**Definition of Dependency**

The definition of dependency under the Internal Revenue Code changes periodically. We suggest that you consult a tax advisor to determine whether your same-sex domestic partner and/or his or her children are your tax qualified dependents before you certify that they are dependents.

If your same-sex domestic partner and his or her children experience a change in status that converts your same-sex domestic partner or his or her children to a tax qualified dependent or to a non-tax qualified dependent, you must inform the University within 30 days of the modification so that value of coverage of benefits provided under the University's benefit programs may be taxed (or not taxed) appropriately.

I, \_\_\_\_\_(employee), acknowledge and understand that benefits provided to my domestic partner and/or the children of my domestic partner will be treated as taxable income to me for federal tax purposes unless my domestic partner and/or the children of my domestic partner qualify as dependents under Section 152 of the Internal Revenue Code.

I have read the information above and have had an opportunity to consult a tax advisor. I understand that falsely certifying dependency status could result in disciplinary action at the University, including termination of employment as well as potential claims of tax fraud.

Relationship	Full Name	This person does qualify as my dependent under Section 152 of the Internal Revenue Code	This person does not qualify as my dependent under Section 152 of the Internal Revenue Code
Domestic Partner		<input type="checkbox"/>	<input type="checkbox"/>
Child		<input type="checkbox"/>	<input type="checkbox"/>
Child		<input type="checkbox"/>	<input type="checkbox"/>
Child		<input type="checkbox"/>	<input type="checkbox"/>
Child		<input type="checkbox"/>	<input type="checkbox"/>
Child		<input type="checkbox"/>	<input type="checkbox"/>

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

**D. CHANGE IN DOMESTIC PARTNERSHIP**

1. As an employee of the University, I agree to notify the University Benefits Office if there is any change in our status as domestic partners (for example, a change in legal status, or joint residence, subject to the special rule described in Section 2 above, or shared financial responsibility) as certified in this statement that would make my domestic partner no longer eligible for any of the University benefits or perquisites. I will notify the University within thirty (30) days of such change by submitting a statement which shall affirm that the domestic partnership has been terminated as of the date of the statement and I will provide a copy of the termination statement to the other party. A Statement of Termination of Domestic Partnership may be obtained from the Benefits Office.
2. We understand that former partners and their children will be eligible to continue health benefits at their own expense (if not covered elsewhere for comparable benefits) for up to eighteen (18) months after the filing of a Statement of Termination of Domestic Partnership unless precluded by the insurance carrier. The rates for coverage will be the prevailing University rates plus a 2% administration fee.
3. We understand that it is the domestic partner who is responsible for requesting the continuation of benefits from the Benefits Office within sixty (60) days of the termination of the domestic partnership.

**E. ACKNOWLEDGEMENTS**

1. We have provided the information in this Affidavit for the purpose of determining eligibility for the domestic partner benefits offered by the University's insurance carriers and under the University's benefits program (the information is also provided to avail ourselves of perquisites, such as library access, offered to domestic partners of University employees and their dependents).
2. We certify that any and all representations that we have made and information that we have provided as part of this Affidavit as evidence of our domestic partnership are true and accurate and that the documents attached hereto are authentic.
3. We understand that under current tax laws, the employee will incur taxable income equal to the value of the benefits provided to the domestic partner or domestic partner's dependent children unless such individuals qualify as the employee's tax qualified dependents and the employee files an Affidavit of Tax Qualified Dependents (see "Tax Information on Health Benefits for Domestic Partners" for information regarding when domestic partners and their children qualify as qualified tax dependents).
4. We have been advised to consult with an attorney regarding the possibility that the filing of this Affidavit may have other legal and/or financial consequences, including the fact that it may, in the event of the termination of the domestic partnership, be regarded as a factor leading a court to treat the relationship as the equivalent of marriage for the purpose of establishing and dividing the community property, assigning community debt, and for the payment of support. We have also been

advised to consult with an attorney with regard to domestic partnerships under applicable local and state laws.

5. We agree to furnish any further documentation that the Benefits Office may require. We agree to indemnify the University for any expenses or liabilities it incurs as a result of any misrepresentations or inaccuracies, whether made knowingly or unknowingly, in this Affidavit or in any information that we have presented to a Benefits Office representative.
6. We understand that any false or misleading statements made in order to receive benefits for which we do not qualify may subject the employee to disciplinary action, including termination of employment, and may subject us to civil action to recover any losses, including attorney's fees, in addition to the obligation to repay benefits received.
7. We affirm, under penalties of perjury, that the assertions in this Affidavit are true and correct to the best of our knowledge and belief.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Penn ID

\_\_\_\_\_  
Domestic Partner Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee/Domestic Partner Home Address

\_\_\_\_\_  
Benefits Office Representative or Notary Public

\_\_\_\_\_  
Date

Please submit this Affidavit and all supporting documentation to:

Joseph A. Southerland  
Financial Analyst/Sr. Benefits Specialist  
Division of Human Resources, University of Pennsylvania  
3401 Walnut Street, 527A  
Philadelphia, Pennsylvania 19104

Phone: 215-898-0954  
Fax: 215-573-7385  
Email: [southerl@exchange.upenn.edu](mailto:southerl@exchange.upenn.edu)

**For Use by the University of Pennsylvania Benefits Office Only**

\_\_\_\_\_  
Employee Last Name, First Name, Middle Initial

\_\_\_\_\_  
Employee Penn ID

Approved by: \_\_\_\_\_  
Benefits Specialist

\_\_\_\_\_  
Date

Effective Date of Coverage: \_\_\_\_\_

**Type of Coverage:**

\_\_\_\_\_  
Option # 1, Coverage for Partner

\_\_\_\_\_  
Option #2, Coverage for Partner and Child(ren)

\_\_\_\_\_  
Option # 3, Coverage for Partner Treated as a Tax Qualified Dependent

\_\_\_\_\_  
Option #4, Coverage for Partner and Child(ren) Treated as Tax Qualified Dependents

**Original Documents Submitted with Affidavit**

Employee submitted the following three items.

\_\_\_\_\_ Joint mortgage or Lease

\_\_\_\_\_ Designation of domestic partner as primary beneficiary in employee's will or identification in will as partner (subject to review by University legal counsel)

\_\_\_\_\_ Durable property and health care powers of attorney (subject to review by University legal counsel)

\_\_\_\_\_ Joint ownership of an automobile, joint bank account, or joint credit account

\_\_\_\_\_ Other. Specify:

Or employee submitted :

\_\_\_\_\_ Evidence of Philadelphia Life Partnership

\_\_\_\_\_ Agreement, New Jersey Civil Union, New York City Certificate of Domestic Partnership, or a marriage certificate, domestic partnership registration, civil union or the equivalent issued by a foreign country, or a state, municipality, territory or enclave of the United States