



Affidavit of Domestic Partnership: Valid Employer Acknowledgment

Date:

Employee Name:	Employee ID:
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This letter acknowledges receipt of the Affidavit of Domestic Partnership (UWS 50) you submitted on _____ to **add** (establish) OR **remove** (terminate) your domestic partner solely for the Individual & Family Life Insurance and/or Accidental Death & Dismemberment Insurance Plans. The establishment (or termination) of a UW System domestic partnership allows you to add (or remove) your domestic partner and domestic partner’s dependent children (if applicable) to (or from) benefit plans that are provided by the University of Wisconsin Board of Regents. The Affidavit of Domestic Partnership (UWS 50) submitted is **valid**. Based on your Affidavit of Domestic Partnership (UWS 50), the following partnership has been established (or terminated):

Current OR Former Domestic Partner Name:	Employee ID (if UW System employee):
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You indicated that your domestic partner is OR is **not** employed within UW System. *If so, have your domestic partner (or former domestic partner) submit a copy of this form to their human resources office.*

The **effective (or termination) date** of your UW System domestic partnership is _____.

You have 30 days from the establishment (or termination) of your domestic partnership to submit benefit enrollment (or termination) applications to add (or remove) your domestic partner and domestic partner’s dependent children (if applicable) to (or from) the Individual & Family Life Insurance and/or Accidental Death & Dismemberment Insurance Plans. Coverage effective (or termination) dates are as follows:

- If **adding** a domestic partner: The first of the month on or following the date your human resources office receives a valid Affidavit of Domestic Partnership (UWS 50) AND completed application(s).
- If **removing** a domestic partner: Coverage will end on the date your human resources office receives a valid Affidavit of Domestic Partnership (UWS 50) AND completed application(s). Note: Both are required to stop your payroll deductions and remove your domestic partner from your benefit plans. If you completed this process to remove your domestic partner because you legally married your domestic partner, all coverage will remain as is (no further action is necessary). Application(s) are **not** necessary if you completed this process due to marrying your domestic partner.

Termination of Domestic Partnership: If your domestic partnership has ended, it is your responsibility to terminate the partnership by submitting an Affidavit of Domestic Partnership (UWS 50) AND application(s) to your human resources office. Failure to notify your employer about the termination of your domestic partnership may result in benefits paid in error or the domestic partner’s loss of conversion rights. You, as the subscriber to the Individual & Family Life Insurance and/or Accidental Death & Dismemberment Insurance Plans, are responsible for repaying any benefits paid in error. Refunds for overpaid premiums are limited.

The Affidavit of Domestic Partnership (UWS 50) does not invalidate a written beneficiary designation form. Review and update your beneficiary form(s) as necessary.

If you have any questions, contact:

Name:	Phone #:	Email:
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Human Resources: Place copy in employee’s benefit file upon receipt.