

**State Group Health Insurance  
Domestic Partnership Processing Checklist  
for UW–Madison**

<b>Employee Information</b>	
1 Name - <i>please print</i>	2 SSN - <i>the last four digits only</i>
Health Insurance Eligibility - <i>select one</i>	
3 <input type="checkbox"/> WRS Covered      4 <input type="checkbox"/> Graduate Assistant	
Employment Status - <i>check and complete all that apply</i>	
5 <input type="checkbox"/> Current Employee	
6 <input type="checkbox"/> New Employee      7 Appointment Begin Date: _____	
8 <input type="checkbox"/> Appointment entered into IADS / Appointment System	
<b>Enrollment Attachments</b>	
Health Insurance Application - <i>check and complete all that apply</i>	
9 <input type="checkbox"/> New Employee, initial coverage <i>without</i> domestic partner	
10 <input type="checkbox"/> Family Coverage with domestic partner	
Domestic Partnership Documents - <i>check and complete all that apply</i>	
11 <input type="checkbox"/> Copy of ETF Affidavit for Domestic Partnership - <i>if requested by Benefit Services</i>	
12 <input type="checkbox"/> Copy of ETF Domestic Partnership Acknowledgement Letter	
13 Domestic Partnership Effective Date: _____	
<b>UW–Madison Division/Department Contact Information</b>	
<i>Submit completed checklist and attachments to:</i> Office of Human Resources, Benefit Services, 21 N. Park Street, Suite 5101, Madison, WI 53715-1218 Phone: 608-262-5650 Fax: 608-262-8436 E-mail: <a href="mailto:benefits@ohr.wisc.edu">benefits@ohr.wisc.edu</a>	
Division/Department: _____	
Date: _____ Sent by: _____	
Email: _____ Phone: _____	
Comments: _____	
_____	
_____	

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**Domestic Partnership Processing**  
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1. To expedite the processing of a health insurance application to add a domestic partner, a new employee should complete two health applications:
  - a. For initial coverage, the employee submits the first application for Single coverage (or Family coverage if the employee has dependents) without the domestic partner. This application will ensure that the employee has health coverage and the employee record is entered into the Employee Trust Funds (ETF) systems.
  - b. The employee completes and submits a second application to add their domestic partner and the domestic partner's eligible children.
  - c. The employee submits both health applications at the same time to their Benefits Coordinator. The employee retains a copy of each application.
2. The Benefits Coordinator dates, signs and enters their phone number in the employer section of the health applications. The Benefits Coordinator completes the Domestic Partner Processing Checklist and staples the Checklist as a cover sheet to the attachments. The packet should then be submitted to Benefit Services, 21 N. Park Street, Suite 5101. To avoid any delay, it is critical that the packet is sent to Benefit Services as soon as possible so that the application can be processed and ETF has a record of the employee.
3. The employee completes and submits an Affidavit of Domestic Partnership (ET-2371) to ETF. The employee should retain a copy of the Affidavit. ETF mails an Acknowledgement Letter to the employee after receipt of a valid Affidavit. The employee is required to submit a copy of their Acknowledgement Letter to:

Office of Human Resources  
Attn: Benefit Services  
21 N. Park Street, Suite 5101  
Madison, WI 53715-1218  
Phone: 608-262-5650  
Fax: 608-262-8436  
E-mail: [benefits@ohr.wisc.edu](mailto:benefits@ohr.wisc.edu)

**Note:** If the employee does not receive the Acknowledgement Letter timely (after 10 business days), they should contact the Office of Human Resources, Benefit Services. Benefit Services will contact ETF on behalf of the employee. If ETF is not able to locate the Affidavit, Benefit Services may request a copy of the Affidavit. The employee is still required to later submit a copy of the Acknowledgement Letter to Benefit Services.

E-mail questions to: [benefits@ohr.wisc.edu](mailto:benefits@ohr.wisc.edu)