

How do I verify my dependents?

STEP 1: Review your dependents that you have enrolled in benefits in Bswift. In the Eligibility & Documentation Matrix below match each dependent to the document required.

STEP 2: Online Upload documents before the deadline:

To upload the document(s), please visit the Bswift website at https://unum_accgov.bswift.com/ and navigate to "My Profile" at the top of the homepage.

Select "Employee File" from the menu and find your dependent's name.

You can then click "View and Upload Documents," choose the file you wish to upload, enter the document's title, and click "Save."

Dependent Type	Eligibility Criteria	Documents Required for Verification
Spouse		
Spouse (Legal – same or opposite sex)	<ul style="list-style-type: none">Your current, legally married spouse	<u>One of the following:</u> <ul style="list-style-type: none">Copy of marriage license or certificateCopy of most recently filed federal or state tax return listing the dependent
Children – Under Age 26		
Child (natural-born)	<ul style="list-style-type: none">Your naturally born child	<u>One of the following:</u> <ul style="list-style-type: none">Copy of the child's birth certificateCopy of most recently filed federal or state tax return listing the dependent(s)Copy of court order
Child (Legally Adopted, Placed for Adoption, Legal Guardianship)	<ul style="list-style-type: none">Your legally adopted child	<u>One of the following:</u> <ul style="list-style-type: none">Copy of the child's amended birth certificate (showing you or your spouse as the adoptive parent)Copy of adoption decree or court order naming you (or your spouse) as the child's adoptive parent or legal guardianCopy of most recently filed federal or state tax return listing the dependent(s)
Child (Stepchild)	<ul style="list-style-type: none">Your stepchild	<u>The following:</u> <ul style="list-style-type: none">Verification of Spouse <p>And</p> <ul style="list-style-type: none">Copy of the child's birth certificate naming your spouse as the child's parent <p>Or</p> <ul style="list-style-type: none">Copy of most recently filed federal or state tax return listing the dependent(s)

DOCUMENTATION REMINDERS


- ❖ **VITAL RECORDS REQUEST:** If you need to request vital records from a state or local public records office, please order your documentation early in the verification process to ensure timely receipt. Some state and county offices can take several weeks to issue a vital record.
- ❖ **BIRTH CERTIFICATES LISTING PARENT NAMES:** Short-form government-issued birth certificates that do not contain parent names are NOT acceptable. Please obtain the long form that includes the parents' names (the same one used to obtain a passport).

If you have any questions or concerns, please contact ACCGov Benefits at 706-613-3114, Monday-Friday or send an email to HRBenefits@ACCGov.com

Tyler Hub - Enterprise ERP LandEmployee DeductionsEmployee Master File InquiryWelcome

secure.bswift.com/welcome_ee.aspx?impersonation=

All Bookmarks



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My BenefitsMy ProfileLibraryRoleHelp

Your enrollment is complete!

Last date to make changes 10/31/2024

Your Status **Complete**

Change My Elections

Enrollment Highlights

- Welcome to the Unified Government of Athens-Clarke County, Georgia Benefits Website.
- This Website provides you with detailed information about our benefit programs and allows you to enroll online.


- Domestic Partners are now eligible for all plans except Contributory Spouse Life.
- Should you have any questions, please contact the Benefits and Wellness Division at HRBenefits@accgov.com or call 706-613-3090

Welcome,
Bonni Hall

My Profile

Edit my profile

Accident Insurance



Chat

71°F Sunny

Search

11:32 AM 10/22/2024



Personal Information

Family Information

Beneficiaries

Security Question

Life Event

Employee File

Personalized Forms



Personal Information

Demographics

👤 Bonni Hall

Demographic Information

Edit

First Name **Bonni**

Middle Initial

Last Name **Hall**

Nickname

Social Security
Number

Date of Birth

Age

Gender

Address Information

Address 1

Address 2

City



Tyler Hub - Enterprise ERP LandEmployee DeductionsEmployee Master File InquiryEmployee File

secure.bswift.com/member/member_documents.aspx

All Bookmarks

My BenefitsMy ProfileLibraryRoleHelp

Personal InformationFamily InformationBeneficiariesSecurity QuestionLife EventEmployee FilePersonalized Forms

Employee File

Bonni Hall Employee

Name	Relationship	Date of Birth	View and Upload
Bonni Hall	Employee		View and Upload Documents

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Uploaded Documents

Search for Uploaded Documents

Title

Description

Document Type

Search

Cancel

Reset Fields

Date of Birth	Title	Description	Document Type	Document Date	Saved On	View
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Chat

70°F Sunny

Search

11:33 AM10/22/2024



- Personal Information
- Family Information
- Beneficiaries
- Security Question
- Life Event
- Employee File
- Personalized Forms

File Upload

Bonni Hall Employee

* Fields are required

* Document Type Unspecified

* File Choose File No file chosen

* Title

Description

* Document Date 10/22/2024

Save

Cancel

10 items per page 1 to 8 of 8 rows

Title	Description	Document Type	Document Date	Saved On	View
Bonni Hall 2023 1095C 02/07/2024/12:23:13 PM	1095C Form 2023 Published on 02/07/2024/12:23:13 PMd17977b0-ce2f-453b-8686-	ACA Form	02/07/2024	2/7/2024 12:23:13 PM	View

Chat