

Dear Member,

Howmet will be mailing out information to your home to verify your dependents eligibility for coverage. You must submit the required documents in order for your dependents to remain on Howmet's coverage. Please review the list of documents that they are requesting and submit them in one of the following ways. Please note the documentation must be received by one of the following methods

***IMPORTANT: Deadline to verify dependent(s) listed above is 1/15/2021**

Secure Online Upload: www.yourdependentverification.com/plan-smart-info

Verification representative using our secure mailbox.

Secure Fax to 1-877-965-9555 using the fax cover page included at the end of your notice . Expect a determination within 3 business days, but you can check the status online.
FOR EXPEDITED PROCESSING BY FAX OR MAIL,

PLEASE INCLUDE THE COVER SHEET ALONG WITH YOUR SUBMITTED DOCUMENTS. COVER SHEET IS FORMATTED FOR SPECIFIED PARTICIPANT ONLY. INCLUSION OF OTHER PARTICIPANT DOCUMENTATION MAY RESULT IN A DELAY IN PROCESSING. PLEASE ALLOW 5 BUSINESS DAYS UPON RECEIPT FOR DOCUMENT PROCESSING.

U.S. Mail Dependent Verification Center P.O. Box 7114, Rantoul, IL 61866- 7114

Expect a determination in the mail within 21 business days if mailing documentation in.

This is a sample of the notice that you will receive.

You must log on and enter the dependent verification ID and password

Password - Your temporary password is your date of birth in the MMDDYY format. (Example 013168 for January 31st, 1968)

You will then be prompted to create a new password.

Sample letter below:

To: Employee XYZ

Dependent Verification ID: 0000000

DEPENDENT VERIFICATION NOTIFICATION

As part of the benefits enrollment process, we need you to provide documentation we can use to verify the eligibility of your dependents. A notice was mailed to your home address outlining the steps you need to take to verify your dependent's eligibility.

You can find the information that you need to start the verification process by accessing the Dependent Verification website at www.yourdependentverification.com/plan-smart-info. On the Dependent Verification Home Page, click the menu bar at the top left-hand side of the page and

you will find a link to the "Eligibility Documents". Click that link to view the documentation you will need to submit to verify your dependent(s) eligibility.

For accelerated determination, submit your documentation using secure online upload with your computer or smartphone:

Secure Online Upload: www.yourdependentverification.com/plan-smart-info

Login Name - Your Dependent Verification ID. (Example 1234567)

Your dependent verification ID can be found on your Dependent Verification Services paper notice or email.

The Dependent Verification Center will review your submitted documentation; you can log into our online portal to view your dependent's verification status on the home page.

For More Information:

Visit www.yourdependentverification.com/plan-smart-info to view notices, upload documentation, view our Security and Privacy policy and more. If you have questions about the verification process, you can access our FAQs online or pose a question to a Dependent

If you have questions, access FAQs online, or call the **Dependent Verification Center** at **1-800-725-5810** or send an email through the Secure Mailbox option available on the Dependent Verification Portal. Representatives are available Monday through Friday from 7 a.m. to 10 p.m. CT.

Steps:

1. Match each person listed above with the correct type of dependent (they are listed on page 2 and 3).
2. Gather the required documents and review important information (listed on page 4).
3. Send your documents to the Dependent Verification Center. Submit your documents using one of the methods below.

TYPES OF DEPENDENTS Which type of dependent needs to be verified as eligible for coverage? Find the right dependent type and gather the documents you will need to send. Important

Black out all financial information and Social Security numbers. · PHOTOCOPYING VITAL RECORDS MAY BE PROHIBITED BY STATE LAW **Some states have laws that do not allow a person to copy vital records, such as birth certificates or marriage certificates.**

Copying, for this purpose, generally includes documents scanned or faxed, as well as photocopied.

Confirm whether it is allowed to copy vital records with the vital records office that issued the record in question.

If copying is not allowed, we recommend that you get a duplicate government issued document from your vital records office (a noncertified document is

acceptable if available) and send it by way of U.S. mail. Document(s) sent will not be returned.

Legal Spouse OPTION ONE(PREFERRED): Use this option if you have a copy of your marriage certificate available. Provide both documents: · Photocopy of your marriage certificate AND · Signed affidavit stating that your marital status is still applicable and in existence and valid in your state of residency

Please note affidavits or located online and I will leave some in the benefit area outside of the medical dispensary.

OPTION TWO: If you do not have a copy of your marriage certificate available, you need to provide photocopies of one of the supporting documents under List A and one of the supporting documents under List B.

List A · Most recent federal income tax return (either one joint return or both spouses' returns if you filed your taxes as "Married, Filing Separately"). You may black out the financial information. · Copy of executed will demonstrating that each party is beneficiary and executor for the other · Reciprocal Power of Attorney or Health Care Power of Attorney

List B · Lease or deed in the names of both parties and describing the parties as husband and wife, joint tenants, or tenants by the entirety · Proof of checking, savings, or credit card account showing joint ownership · Copy of utility bill demonstrating joint responsibility · Automobile registration showing joint ownership · Copy of loan note or payment coupon demonstrating joint obligation for the loan (both names are on the loan)

Common Law Spouse Provide photocopies of: · Most recent federal income tax return (either one joint return or both spouses' returns if you filed your taxes as "Married, Filing Separately"). You may black out the financial information. **AND** · Signed affidavit stating that your marital status is still applicable and in existence and valid in your state of residency **AND** one of these supporting documents: ·

Lease or deed in the names of both parties and describing the parties as husband and wife, joint tenants, or tenants by the entirety · Proof of checking, savings, or credit card account showing joint ownership · Copy of utility bill demonstrating joint responsibility · Automobile registration showing joint ownership · Copy of loan note or payment coupon demonstrating joint obligation for the loan (both names are on the loan).

Domestic Partner To verify the eligibility of your domestic partner, you must provide: · Signed and notarized Declaration of Domestic Partnership Affidavit · **AND** one of the supporting documents under List A **AND** one of the supporting documents under List B. (Note: One of the documents must prove joint residency.)

List A · Most recent federal income tax return(s) (either proof of joint residency or tax dependency)*. You may black out financial information. · Copy of executed will demonstrating that each party is beneficiary and executor for the other** · Reciprocal Power of Attorney or

Health Care Power of Attorney** · Proof of domestic partner registration for those who reside in a state, county, or municipality that provides a means for such registration**

List B · Lease or deed in the names of both parties and describing the parties as joint tenants, or tenants by the entirety* · Proof of checking, savings, or credit card account showing joint ownership* · Copy of utility bill demonstrating joint responsibility* · Automobile registration showing joint ownership* · Copy of loan note or payment coupon demonstrating joint obligation for the loan (both names are on the loan*) *Document(s) may be used to support joint residency (should be dated at least 12 months earlier) **Document must be dated at least 12 months prior for any domestic partnership

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(Alight Solutions, 2020)