

Verification Setup

4/25/2018

Morgan Stanley (MS Ongoing Dependent Verification)

Spouse

Accepted Set	Override Name	PG Only?
Federal Tax Return and Proof of Joint Ownership	If a Government Issued Marriage Certificate or Church/Justice of the Peace Marriage Certificate cannot be provided, a Federal Tax Return and Proof of Joint Ownership Issued Within 12 Months Only will be accepted	No

**Documents must include employee and spouse name

Alternate Documents	Enabled?	Verify Rules	Suppress?
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If an FTR cannot be provided, we will accept the GIMC or church/justice of the peace marriage certificate and POJ.

Yes

Spouse can be either same sex or opposite sex.

Yes

Alternate to FTR/POJ for *Expats/Inpats only:* Spouse's passport with visa stamp or visa attachment. ("Inpat" = ppt who relocated to the US from a foreign country). If revd escalate to L3

If a Government Issued Marriage Certificate or Church/Justice of the Peace Marriage Certificate cannot be provided, a Federal Tax Return and Proof of Joint Ownership issued within 12 months only will be accepted. *Documents must include employee and spouse names.*

POJ may be separate - indicating same address. (The EE and the LS may produce a POJ in their name only, all showing the same address)

If the EE is having trouble obtaining foreign documents, please notate the account and let them know we will extend their window 60 days. Please escalate to the Client Manager right away.

Alt POJ:

1. Mortgage statement
2. Bank statement
3. Credit card statement
4. Rental/lease agreement
5. Property tax dated within the last 12 months
6. Copy of both non-expired driver's licenses reflecting the same address
7. Current utility bill with both names
8. Automobile title or registration
9. Current loan note or payment coupon demonstrating joint obligation

IF EE and spouse do not reside together, we will accept the FTR and Spouse SSN card showing the same SSN for the spouse on both documents, in addition to the GIMC.

Document Parms

<u>Federal Tax Return</u>	<u>Required?</u>	<u>DOB?</u>	<u>List Exists?</u>	<u>GT or Eq</u>	<u>LT or Eq</u>	<u>Max Doc Age</u>
Tax Year	Required			>=	<=	2-3 Yrs
<u>Proof of Joint Ownership</u>	<u>Required?</u>	<u>DOB?</u>	<u>List Exists?</u>	<u>GT or Eq</u>	<u>LT or Eq</u>	<u>Max Doc Age</u>
Issue Date	Required			>=	<=	Within 1 yr

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Morgan Stanley (MS Ongoing Dependent Verification)

Spouse

Accepted Set	Override Name	PG Only?
Government Issued Proof of Marriage and Federal Tax Return Issued Within Last 2 Years	Government Issued Proof of Marriage or Church/Justice of the Peace Marriage Certificate and Federal Tax Return Issued Within Last 2 Years showing "married filing jointly" or "married filing separately" with spouse's name indicated OR copy of Tax Confirmation Notice(s) if filed online showing name(s) and filing married	No

Alternate Documents	Enabled?	Verify Rules	Suppress?
NOTE: If FTR cannot be provided, we will accept the GIMC or church/justice of the peace marriage certificate AND a POJ. POJ may be separate - indicating same address. (The EE and the LS may produce a POJ in their name only, all showing the same address) Alt POJ: 1.Mortgage statement 2.Bank statement (w/in last 12 months) 3.Credit card statement (w/in last 12 months) 4.Rental/lease agreement 5.Property tax dated (w/in last 12 months) 6.Copy of both non-expired driver's licenses reflecting the same address 7.Current utility bill (w/in last 12 months) 8.Automobile title or registration 9.Current loan note or payment coupon demonstrating joint obligation (w/in last 12 months) Alternate for GIMC: Naturalization records indicating a "married" marital status in hardship situations. Alternate to FTR/POJ for *Expats/Inpats only:* Spouse's passport with visa stamp or visa attachment. ("Inpat" = ppt who relocated to the US from a foreign country). If revd escalate to L3	Yes	Spouse can be either same sex or opposite sex. If a Government Issued Marriage Certificate or Church/Justice of the Peace Marriage Certificate cannot be provided, a Federal Tax Return and Proof of Joint Ownership issued within 12 months only will be accepted. *Documents must include employee and spouse names.* If the EE is having trouble obtaining foreign documents, please notate the account and let them know we will extend their window 60 days. Please escalate to the Client Manager right away.	No

Document Parm						
	<u>Required?</u>	<u>DOB?</u>	<u>List Exists?</u>	<u>GT or Eq</u>	<u>LT or Eq</u>	<u>Max Doc Age</u>
<u>Federal Tax Return</u> Tax Year	Required			>=	<=	2-3 Yrs
<u>Proof of Marriage</u> Marriage Date	Required			>=	<=	

Accepted Set	Override Name	PG Only?
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Morgan Stanley (MS Ongoing Dependent Verification)

Spouse

Government Issued Proof of Marriage and Proof of Joint Ownership Issued Within Last 6 Months

Government Issued Proof of Marriage or Church/Justice of the Peace Marriage Certificate and Proof of Joint Ownership Issued Within Last 12 Months No

Alternate Documents	Enabled?	Verify Rules	Suppress?
Alternate for GIMC in hardship situations: Naturalization records indicating "married" marital status.	Yes	Spouse can be either same sex or opposite sex.	No
Alternate to FTR/POJ for *Expats/Inpats only:* Spouse's passport with visa stamp or visa attachment. ("Inpat" = ppt who relocated to the US from a foreign country). If rcvd escalate to L3		If a Government Issued Marriage Certificate or Church/Justice of the Peace Marriage Certificate cannot be provided, a Federal Tax Return and Proof of Joint Ownership issued within 12 months only will be accepted. *Documents must include employee and spouse names.*	
POJ's may be separate -indicating same address. (EE and LS may each produce a POJ in their name only, all showing the same address)		If the EE is having trouble obtaining foreign documents, please notate the account and let them know we will extend their window 60 days. Please escalate to the Client Manager right away.	
Alt POJ: 1. Mortgage statement 2. Bank statement 3. Credit card statement 4. Rental/lease agreement 5. Property tax dated within the last 12 months 6. Copy of both non-expired driver's licenses reflecting same address 7. Current utility bill with both names 8. Automobile title or registration 9. Current loan note or payment coupon demonstrating joint obligation			

Document Parms

	<u>Required?</u>	<u>DOB?</u>	<u>List Exists?</u>	<u>GT or Eq</u>	<u>LT or Eq</u>	<u>Max Doc Age</u>
<u>Proof of Joint Ownership</u> Issue Date	Required			>=	<=	Within 1 yr
<u>Proof of Marriage</u> Marriage Date	Required			>=	<=	<u>Max Doc Age</u>

Accepted Set	Override Name	PG Only?
Government Issued Proof of Marriage Only (If married within the last 12 months)	*Government Issued Proof of Marriage or Church/Justice of the Peace Marriage Certificate Only (if married within the last 12 months) Copies of two separate documents may be provided to reflect the same address. The employee and legal spouse may produce Proof of Joint Ownership in their name only, all showing the same address. Proof of Joint Ownership can be mortgage or bank statements, rental/lease agreement, or credit card statements. Please contact the Dependent Verification Center for a complete list of accepted alternate documents.	No

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Spouse

Alternate Documents	Enabled?	Verify Rules	Suppress?
None defined	No	Spouse can be either same sex or opposite sex.	No

If a Government Issued Marriage Certificate or Church/Justice of the Peace Marriage Certificate cannot be provided, a Federal Tax Return and Proof of Joint Ownership issued within 12 months only will be accepted. *Documents must include employee and spouse names.*

If the EE is having trouble obtaining foreign documents, please notate the account and let them know we will extend their window 60 days. Please escalate to the Client Manager right away.

Document Parm

<u>Proof of Marriage</u>	<u>Required?</u>	<u>DOB?</u>	<u>List Exists?</u>	<u>GT or Eq</u>	<u>LT or Eq</u>	<u>Max Doc Age</u>
Marriage Date	Required			>=	<=	Within 1 yr

Domestic Partner

Accepted Set	Override Name	PG Only?
Affidavit of Domestic Partnership and Proof of Joint Ownership	Domestic Partner Affidavit, and Proof of Joint Ownership Issued Within Last 12 Months	No

Alternate Documents	Enabled?	Verify Rules	Suppress?
None defined	No	DP's can be same or opposite-sex	Yes

Can accept the affidavit of domestic partnership or same sex marriage certificate

If EE calls and says they are having trouble getting foreign documents, please notate the account and let them know we will extend their window by 60 days. Please create a TM/CM escalation for this process to occur.

Document Parm

<u>Affidavit of Domestic Partnership</u>	<u>Required?</u>	<u>DOB?</u>	<u>List Exists?</u>	<u>GT or Eq</u>	<u>LT or Eq</u>	<u>Max Doc Age</u>
<u>Proof of Joint Ownership</u>	<u>Required?</u>	<u>DOB?</u>	<u>List Exists?</u>	<u>GT or Eq</u>	<u>LT or Eq</u>	<u>Max Doc Age</u>
Issue Date	Required			>=	<=	Within 1 yr

Accepted Set	Override Name	PG Only?

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Morgan Stanley (MS Ongoing Dependent Verification)

Domestic Partner

Affidavit of Domestic Partnership Only

Registered Domestic Partnership (RDP) No
 Document with State or local government agency
 or Domestic Partner Affidavit Only (If affidavit or
 marriage certificate is dated within the last 12
 months)

Alternate Documents	Enabled?	Verify Rules	Suppress?
None defined	Yes	DP's can be same or opposite-sex	No

Can accept the affidavit of domestic partnership or same sex marriage certificate

If EE calls and says they are having trouble getting foreign documents, please notate the account and let them know we will extend their window by 60 days. Please create a TM/CM escalation for this process to occur.

Document Parm

<u>Affidavit of Domestic Partnership</u>	<u>Required?</u>	<u>DOB?</u>	<u>List Exists?</u>	<u>GT or Eq</u>	<u>LT or Eq</u>	<u>Max Doc Age</u>
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Accepted Set	Override Name	PG Only?
Certificate of Domestic Partner Registration		No

Alternate Documents	Enabled?	Verify Rules	Suppress?
None defined	No	DP's can be same or opposite-sex	Yes

Can accept the affidavit of domestic partnership or same sex marriage certificate

If EE calls and says they are having trouble getting foreign documents, please notate the account and let them know we will extend their window by 60 days. Please create a TM/CM escalation for this process to occur.

Document Parm

<u>Certificate of Domestic Partner Registration</u>	<u>Required?</u>	<u>DOB?</u>	<u>List Exists?</u>	<u>GT or Eq</u>	<u>LT or Eq</u>	<u>Max Doc Age</u>
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Date	Required			>=	<=	Within 1 yr
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Accepted Set	Override Name	PG Only?
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Verification Setup

4/25/2018

Morgan Stanley (MS Ongoing Dependent Verification)

Domestic Partner

Certificate of Domestic Partner Registration and Proof of Joint Ownership Issued Within Last 6 Months

Registered Domestic Partnership (RDP) Document with State or local government agency or Domestic Partner Affidavit and Proof of Joint Ownership Issued Within Last 12 Months No

Copies of two separate documents may be provided to reflect the same address. The employee and domestic partner may produce Proof of Joint Ownership in their name only, all showing the same address. Proof of Joint ownership can be mortgage or bank statements, rental/lease agreement, or credit card statements. Please contact the Dependent Verification Center for a complete list of accepted alternate documents.

Alternate Documents	Enabled?	Verify Rules	Suppress?
POJ's may be separate - indicating same address. (The EE and the DP may produce a POJ in their name only, all showing the same address)	Yes	DP's can be same or opposite-sex	No
Alt POJ: 1.Mortgage statement 2.Bank statement 3.Credit card statement 4.Rental/lease agreement 5.Property tax dated within the last 12 months 6.Copy of both non-expired driver's licenses reflecting the same address 7.Current utility bill with both names 8.Automobile title or registration 9.Current loan note or payment coupon demonstrating joint obligation		Can accept the affidavit of domestic partnership or same sex marriage certificate If EE calls and says they are having trouble getting foreign documents, please notate the account and let them know we will extend their window by 60 days. Please create a TM/CM escalation for this process to occur.	

Document Parms

	Required?	DOB?	List Exists?	GT or Eq	LT or Eq	Max Doc Age
<u>Certificate of Domestic Partner Registration</u> Date	Required			>=	<=	
<u>Proof of Joint Ownership</u> Issue Date	Required			>=	<=	Within 1 yr

Newborn Child

Accepted Set	Override Name	PG Only?
Non-Government Issued Birth Certificate	Non-Government Issued Birth Certificate (acceptable only for children under 3 months old)	No

Alternate Documents	Enabled?	Verify Rules	Suppress?

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Morgan Stanley (MS Ongoing Dependent Verification)

Biological Child

<u>Government Issued Birth Certificate</u>	<u>Required?</u>	<u>DOB?</u>	<u>List Exists?</u>	<u>GT or Eq</u>	<u>LT or Eq</u>	<u>Max Doc Age</u>
Date of Birth	Required	DOB		>=	<=	25

Step-Child

Accepted Set	Override Name	PG Only?
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Government Issued Birth Certificate and Government Issued Proof of Marriage	Government Issued Birth Certificate and Government Issued Marriage Certificate or Church/Justice of the Peace Marriage Certificate Only (if married within last 12 months)	No
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Alternate Documents	Enabled?	Verify Rules	Suppress?
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ALTERNATE DOCS TO GIBC LISTED UNDER VERIFICATION RULES FOR STEP_CHILD!!!	Yes	Can be same or opposite sex spouse	No
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Financial dependency not required for child

Alternate for GIBC if parent name not listed: Court document listing EE or DP as the child's parent. If EE calls and says they are having trouble getting foreign documents, please notate the account and let them know we will extend their window by 60 days. Please create a TM/CM escalation for this process to occur.

If the GIBC (or other proof of relationship) does not include the birth date, we will accept the proof of relationship AND one of the following additional documents to prove age:

- 1.State-issued Birth Registration Card
- 2.Child's Visa/Passport
- 3.Child's driver's license or other government record
- 4.Signed, official notice from the City Clerk's office documenting date of birth (must include city seal)

We will accept a short form birth certificate AND one additional document (listed above) to prove parent-child relationship

Document Parm

<u>Government Issued Birth Certificate</u>	<u>Required?</u>	<u>DOB?</u>	<u>List Exists?</u>	<u>GT or Eq</u>	<u>LT or Eq</u>	<u>Max Doc Age</u>
Date of Birth	Required	DOB		>=	<=	25
<u>Proof of Marriage</u>	<u>Required?</u>	<u>DOB?</u>	<u>List Exists?</u>	<u>GT or Eq</u>	<u>LT or Eq</u>	<u>Max Doc Age</u>
Marriage Date	Required			>=	<=	Within 1 yr

Accepted Set	Override Name	PG Only?
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Morgan Stanley (MS Ongoing Dependent Verification)

Step-Child

Government Issued Birth Certificate, Proof of Marriage, and Current Tax Return

Government Issued Birth Certificate, Government Issued Marriage Certificate or Church/Justice of the Peace Marriage Certificate and Federal Tax Return Issued Within Last 2 Years No

Alternate Documents	Enabled?	Verify Rules	Suppress?
ALTERNATE DOCS TO GIBC LISTED UNDER VERIFICATION RULES FOR STEP_CHILD!!!	Yes	Can be same or opposite sex spouse Financial dependency not required for child	No
Alternate for GIMC: Naturalization records indicating a "married" marital status in hardship situations.		Alternate for GIBC if parent name not listed: Court document listing EE or DP as the child's parent. If EE calls and says they are having trouble getting foreign documents, please notate the account and let them know we will extend their window by 60 days. Please create a TM/CM escalation for this process to occur.	
Alternate to FTR/POJ for *Expats/Inpats only:* Spouse's passport with visa stamp or visa attachment. ("Inpat" = ppt who relocated to the US from a foreign country). If rcvd escalate to L3			
IF EE and spouse do not reside together we will accept the FTR and Spouse SSN card showing the same SSN for the spouse on both documents, in addition to the GIMC		If the GIBC (or other proof of relationship) does not include the birth date, we will accept the proof of relationship AND one of the following additional documents to prove age: 1.State-issued Birth Registration Card 2.Child's Visa/Passport 3.Child's driver's license or other government record 4.Signed, official notice from the City Clerk's office documenting date of birth (must include city seal) We will accept a short form birth certificate AND one additional document (listed above) to prove parent-child relationship	

Document Parm

	<u>Required?</u>	<u>DOB?</u>	<u>List Exists?</u>	<u>GT or Eq</u>	<u>LT or Eq</u>	<u>Max Doc Age</u>
<u>Federal Tax Return</u> Tax Year	Required			>=	<=	2-3 Yrs
<u>Government Issued Birth Certificate</u> Date of Birth	Required	DOB		>=	<=	25
<u>Proof of Marriage</u> Marriage Date	Required			>=	<=	

Accepted Set	Override Name	PG Only?
Government Issued Proof of Marriage, Proof of Joint Ownership Issued Within Last 6 Months, and Government Issued Birth Certificate	Government Issued Birth Certificate, Government Issued Marriage Certificate or Church/Justice of the Peace Marriage Certificate and Proof of Joint Ownership Issued Within Last 12 Months	No

Alternate Documents	Enabled?	Verify Rules	Suppress?

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Morgan Stanley (MS Ongoing Dependent Verification)

Step-Child

ALTERNATE DOCS TO GIBC LISTED UNDER VERIFICATION RULES FOR STEP_CHILD!!! Yes Can be same or opposite sex spouse No

Alternate for GIMC: Naturalization records indicating a "married" marital status in hardship situations; OR FTR and POJ if issued w/in last 12 months.

Alternate to FTR/POJ for *Expats/Inpats only:* Spouse's passport with visa stamp or visa attachment. ("Inpat" = ppt who relocated to the US from a foreign country). If revd escalate to L3

POJ may be separate - indicating same address. (The EE and the LS may produce a POJ in their name only, all showing the same address)

- Alt POJ:
- 1.Mortgage statement
 - 2.Bank statement
 - 3.Credit card statement
 - 4.Rental/lease agreement
 - 5.Property tax dated within the last 12 months
 - 6.Copy of both non-expired driver's licenses reflecting the same address
 - 7.Current utility bill with both names
 - 8.Automobile title or registration
 - 9.Current loan note or payment coupon demonstrating joint obligation

Financial dependency not required for child

Alternate for GIBC if parent name not listed: Court document listing EE or DP as the child's parent. If EE calls and says they are having trouble getting foreign documents, please notate the account and let them know we will extend their window by 60 days. Please create a TM/CM escalation for this process to occur.

If the GIBC (or other proof of relationship) does not include the birth date, we will accept the proof of relationship AND one of the following additional documents to prove age:

- 1.State-issued Birth Registration Card
- 2.Child's Visa/Passport
- 3.Child's driver's license or other government record
- 4.Signed, official notice from the City Clerk's office documenting date of birth (must include city seal)

We will accept a short form birth certificate AND one additional document (listed above) to prove parent-child relationship

Document Params

<u>Government Issued Birth Certificate</u>	<u>Required?</u>	<u>DOB?</u>	<u>List Exists?</u>	<u>GT or Eq</u>	<u>LT or Eq</u>	<u>Max Doc Age</u>
Date of Birth	Required	DOB		>=	<=	25
<u>Proof of Joint Ownership</u>	<u>Required?</u>	<u>DOB?</u>	<u>List Exists?</u>	<u>GT or Eq</u>	<u>LT or Eq</u>	<u>Max Doc Age</u>
Issue Date	Required			>=	<=	Within 1 yr
<u>Proof of Marriage</u>	<u>Required?</u>	<u>DOB?</u>	<u>List Exists?</u>	<u>GT or Eq</u>	<u>LT or Eq</u>	<u>Max Doc Age</u>
Marriage Date	Required			>=	<=	

Adopted Child

Accepted Set	Override Name	PG Only?
Adoption Certificate Only	Adoption Certificate Only	No

Alternate Documents	Enabled?	Verify Rules	Suppress?
None defined	No	If EE is having difficulty obtaining foreign documents, please notate the account and let them know we will extend their window 60 days. *Please escalate to CM immediately.*	No

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Morgan Stanley (MS Ongoing Dependent Verification)

Adopted Child

Document Parm

<u>Adoption Certificate (MANUALAUDIT)</u>	<u>Required?</u>	<u>DOB?</u>	<u>List Exists?</u>	<u>GT or Eq</u>	<u>LT or Eq</u>	<u>Max Doc Age</u>
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Accepted Set	Override Name	PG Only?
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Adoption Placement Agreement and Petition for Adoption	Adoption Placement Agreement and Petition for Adoption	No
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Alternate Documents	Enabled?	Verify Rules	Suppress?
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None defined	No	If EE is having difficulty obtaining foreign documents, please notate the account and let them know we will extend their window 60 days. *Please escalate to CM immediately.*	No
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Document Parm

<u>Adoption Placement Agreement (MANUALAUDIT)</u>	<u>Required?</u>	<u>DOB?</u>	<u>List Exists?</u>	<u>GT or Eq</u>	<u>LT or Eq</u>	<u>Max Doc Age</u>
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<u>Petition for Adoption (MANUALAUDIT)</u>	<u>Required?</u>	<u>DOB?</u>	<u>List Exists?</u>	<u>GT or Eq</u>	<u>LT or Eq</u>	<u>Max Doc Age</u>
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Domestic Partner Child

Accepted Set	Override Name	PG Only?
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Affidavit of Domestic Partnership, Proof of Joint Ownership, and Government Issued Birth Certificate	Domestic Partner Affidavit, Government Issued Birth Certificate, and Proof of Joint Ownership Issued Within Last 12 Months	No
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Alternate Documents	Enabled?	Verify Rules	Suppress?
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Standard alternate documents apply	Yes	DP's can be same or opposite-sex	Yes
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If the GIBC (or other proof of relationship) does not include the birth date, we will accept the proof of relationship AND one of the following additional documents to prove age:

- 1.State-issued Birth Registration Card
- 2.Child's Visa/Passport
- 3.Child's driver's license or other government record
- 4.Signed, official notice from the City Clerk's office documenting date of birth (must include city seal)

Can accept the affidavit of domestic partnership or same sex marriage certificate

If EE calls and says they are having trouble getting foreign documents, please notate the account and let them know we will extend their window by 60 days. Please create a TM/CM escalation for this process to occur.

We will accept a short form birth certificate AND one additional document (listed above) to prove parent-child relationship

Document Parm

<u>Affidavit of Domestic Partnership</u>	<u>Required?</u>	<u>DOB?</u>	<u>List Exists?</u>	<u>GT or Eq</u>	<u>LT or Eq</u>	<u>Max Doc Age</u>
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<u>Government Issued Birth Certificate</u>	<u>Required?</u>	<u>DOB?</u>	<u>List Exists?</u>	<u>GT or Eq</u>	<u>LT or Eq</u>	<u>Max Doc Age</u>
Date of Birth	Required	DOB		>=	<=	25

<u>Proof of Joint Ownership</u>	<u>Required?</u>	<u>DOB?</u>	<u>List Exists?</u>	<u>GT or Eq</u>	<u>LT or Eq</u>	<u>Max Doc Age</u>
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Morgan Stanley (MS Ongoing Dependent Verification)

Domestic Partner Child

<u>Proof of Joint Ownership</u>	<u>Required?</u>	<u>DOB?</u>	<u>List Exists?</u>	<u>GT or Eq</u>	<u>LT or Eq</u>	<u>Max Doc Age</u>
Issue Date	Required			>=	<=	Within 1 yr

Accepted Set	Override Name	PG Only?
Certificate of Domestic Partner Registration, Government Issued Birth Certificate, and Proof of Joint Ownership Issued Within Last 6 Months	Government Issued Birth Certificate, Registered Domestic Partnership (RDP) Document with State or local government agency or Domestic Partner Affidavit and Proof of Joint Ownership issued Within Last 12 Months	No
	Short form birth certificate AND one additional document to prove parent-child relationship will be accepted in lieu of Government Issued Birth Certificate. Additional document can be documentation on hospital letterhead (must list parent and child's name), Baptismal certificate (must list parent and child's name) or signed, official notice from the City Clerk's office documenting date of birth (must include city seal). You may also submit a court decree listing the child's parents in lieu of a Government Issued Birth Certificate. Please contact the Dependent Verification Center for a complete list of accepted alternate documents.	

Alternate Documents	Enabled?	Verify Rules	Suppress?
Standard alternate documents apply	Yes	DP's can be same or opposite-sex	No
If the GIBC (or other proof of relationship) does not include the birth date, we will accept the proof of relationship AND one of the following additional documents to prove age: 1.State-issued Birth Registration Card 2.Child's Visa/Passport 3.Child's driver's license or other government record 4.Signed, official notice from the City Clerk's office documenting date of birth (must include city seal)		Can accept the affidavit of domestic partnership or same sex marriage certificate	
We will accept a short form birth certificate AND one additional document (listed above) to prove parent-child relationship		If EE calls and says they are having trouble getting foreign documents, please notate the account and let them know we will extend their window by 60 days. Please create a TM/CM escalation for this process to occur.	

Document Parms						
<u>Certificate of Domestic Partner Registration</u>	<u>Required?</u>	<u>DOB?</u>	<u>List Exists?</u>	<u>GT or Eq</u>	<u>LT or Eq</u>	<u>Max Doc Age</u>
Date	Required			>=	<=	
<u>Government Issued Birth Certificate</u>	<u>Required?</u>	<u>DOB?</u>	<u>List Exists?</u>	<u>GT or Eq</u>	<u>LT or Eq</u>	<u>Max Doc Age</u>
Date of Birth	Required	DOB		>=	<=	25
<u>Proof of Joint Ownership</u>	<u>Required?</u>	<u>DOB?</u>	<u>List Exists?</u>	<u>GT or Eq</u>	<u>LT or Eq</u>	<u>Max Doc Age</u>
Issue Date	Required			>=	<=	Within 1 yr

Verification Setup

4/25/2018

Morgan Stanley (MS Ongoing Dependent Verification)

Domestic Partner Child

Accepted Set	Override Name	PG Only?
Government Issued Birth Certificate and Affidavit of Domestic Partnership	Government Issued Birth Certificate and Registered Domestic Partnership (RDP) Document with state or local government agency or Domestic Partner Affidavit only (if affidavit or marriage certificate is dated within the last 12 months)	No

Alternate Documents	Enabled?	Verify Rules	Suppress?
Standard alternate documents apply	Yes	DP's can be same or opposite-sex	No

If the GIBC (or other proof of relationship) does not include the birth date, we will accept the proof of relationship AND one of the following additional documents to prove age:

- 1.State-issued Birth Registration Card
- 2.Child's Visa/Passport
- 3.Child's driver's license or other government record
- 4.Signed, official notice from the City Clerk's office documenting date of birth (must include city seal)

Can accept the affidavit of domestic partnership or same sex marriage certificate

If EE calls and says they are having trouble getting foreign documents, please notate the account and let them know we will extend their window by 60 days. Please create a TM/CM escalation for this process to occur.

We will accept a short form birth certificate AND one additional document (listed above) to prove parent-child relationship

Document Parm

<u>Affidavit of Domestic Partnership</u>	<u>Required?</u>	<u>DOB?</u>	<u>List Exists?</u>	<u>GT or Eq</u>	<u>LT or Eq</u>	<u>Max Doc Age</u>
<u>Government Issued Birth Certificate</u>	<u>Required?</u>	<u>DOB?</u>	<u>List Exists?</u>	<u>GT or Eq</u>	<u>LT or Eq</u>	<u>Max Doc Age</u>
Date of Birth	Required	DOB		>=	<=	25

Accepted Set	Override Name	PG Only?
Government Issued Birth Certificate and Certificate of Domestic Partner Registration	Government Issued Birth Certificate and Registered Domestic Partnership (RDP) Document with state or local government agency Only (if affidavit or marriage certificate is dated within the last 12 months)	No

Alternate Documents	Enabled?	Verify Rules	Suppress?

Verification Setup

4/25/2018

Morgan Stanley (MS Ongoing Dependent Verification)

Domestic Partner Child

Standard alternate documents apply Yes DP's can be same or opposite-sex Yes

If the GIBC (or other proof of relationship) does not include the birth date, we will accept the proof of relationship AND one of the following additional documents to prove age:

- 1.State-issued Birth Registration Card
- 2.Child's Visa/Passport
- 3.Child's driver's license or other government record
- 4.Signed, official notice from the City Clerk's office documenting date of birth (must include city seal)

Can accept the affidavit of domestic partnership or same sex marriage certificate

If EE calls and says they are having trouble getting foreign documents, please notate the account and let them know we will extend their window by 60 days. Please create a TM/CM escalation for this process to occur.

We will accept a short form birth certificate AND one additional document (listed above) to prove parent-child relationship

Document Parm

<u>Certificate of Domestic Partner Registration</u>	<u>Required?</u>	<u>DOB?</u>	<u>List Exists?</u>	<u>GT or Eq</u>	<u>LT or Eq</u>	<u>Max Doc Age</u>
Date	Required			>=	<=	Within 1 yr
<u>Government Issued Birth Certificate</u>	<u>Required?</u>	<u>DOB?</u>	<u>List Exists?</u>	<u>GT or Eq</u>	<u>LT or Eq</u>	<u>Max Doc Age</u>
Date of Birth	Required	DOB		>=	<=	25

Qualified Medical Support Order

Accepted Set	Override Name	PG Only?
Qualified Medical Child Support Order		No

Alternate Documents	Enabled?	Verify Rules	Suppress?
None defined	No	If EE is having trouble getting foreign documents, notate the account and let them know we will extend their window 60 days. Please escalate to CM immediately.	Yes

Document Parm

<u>Medical Child Support Order</u>	<u>Required?</u>	<u>DOB?</u>	<u>List Exists?</u>	<u>GT or Eq</u>	<u>LT or Eq</u>	<u>Max Doc Age</u>
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Legal Ward

Accepted Set	Override Name	PG Only?
Government Issued Birth Certificate and Court Ordered Documentation of Legal Guardianship	Court Ordered Documentation of Legal Guardianship and a Government Issued Birth Certificate if birth date is not provided on Court Document.	No

Alternate Documents	Enabled?	Verify Rules	Suppress?
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Verification Setup

4/25/2018

Morgan Stanley (MS Ongoing Dependent Verification)

Legal Ward

Power of Attorney granting guardianship is not acceptable; guardianship must be court ordered	Yes	Legal ward of EE or spouse	No
GIBC not needed if child DOB included in court doc			
If EE calls and says they are having trouble getting foreign documents, please notate the account and let them know we will extend their window by 60 days. Please create a TM/CM escalation for this process to occur.			

Document Parm

<u>Government Issued Birth Certificate</u>	<u>Required?</u>	<u>DOB?</u>	<u>List Exists?</u>	<u>GT or Eq</u>	<u>LT or Eq</u>	<u>Max Doc Age</u>
Date of Birth	Required	DOB		>=	<=	25
<u>Proof of Custody (MANUALAUDIT)</u>	<u>Required?</u>	<u>DOB?</u>	<u>List Exists?</u>	<u>GT or Eq</u>	<u>LT or Eq</u>	<u>Max Doc Age</u>

Foster Child

Accepted Set	Override Name	PG Only?
Foster Care Letter of Placement Only (If placement was in the last 12 months)	Foster Care Letter of Placement	No
Alternate Documents	Enabled?	Verify Rules
None defined	No	If EE is having trouble getting foreign documents, notate the account and let them know we will extend their window 60 days. Escalate to CM right away.

Document Parm

<u>Foster Care Letter of Placement (MANUAL AUDIT)</u>	<u>Required?</u>	<u>DOB?</u>	<u>List Exists?</u>	<u>GT or Eq</u>	<u>LT or Eq</u>	<u>Max Doc Age</u>