Metropolitan Transportation Authority

Dependent Eligibility Verification
PO BOX 851408
Westland MI 48185-0690

John Smith
433 Main Ct
Amherst, NY 14226

User ID: xxxxxxxxx

PRINT DATE: xx/xx/xxxx
DUE DATE: xx/xx/xxxx

For more information, or to upload your documents, go to https://MTA.verifi1.com

Dear John Smith,

WHY WE ARE CONTACTING YOU

MTA strives to provide competitive, cost-effective benefits for our employees. To remain compliant with our health care plan rules and to help manage health care costs, MTA is conducting a dependent eligibility verification program. MTA has retained third-parties, Ernst & Young LLP (EY) and Verifi1, to manage this process. EY will be contacting you directly to complete the verification process. Verifi is the company that manages the website you will use to submit the required information.

Your action is required:

You will be required to submit certain documentation to verify that the dependents you have enrolled in medical coverage meet the MTA plan eligibility rules.

Failure to respond to this request for documentation by 08/21/2026 may potentially result in the removal of your dependents from MTA sponsored medical coverage. The coverage removal effective date will be determined by the MTA.

YOUR CURRENT DEPENDENTS

Please submit documents based on the dependents listed here or indicate removal.

Note: This verification program may include dependents that are enrolled in MTA medical coverage. Depending on enrollment, a dependent who is eligible and enrolled in coverage may not be listed within our requests for documentation. If one of your dependents is not included in this request, there is no need to provide any documentation for this dependent and there is no impact to any current enrollment for this dependent.

Name	Relationship	Remove
Erica Smith	Spouse	[ ]
Jason Smith	Child	[ ]
Jack Smith	Adopted Child	[ ]
Amanda Smith	Stepchild	[ ]
Mackenzie Smith	Legal Guardian	[ ]

WHAT YOU NEED TO DO

1. Go to https://MTA.verifi1.com and select the **register now** button using the **User ID** (located at the top, right hand corner of this notice).
2. Log in using your **User ID** and password created in step one.
3. Verify the data for each dependent and select the documents you will submit for verification.
4. Upload or drag and drop the files into the system (documents must be uploaded for each dependent individually).
5. Once all documents are reviewed, you will be sent an email and/or letter regarding the review of the documents submitted and the status of your dependents.
6. If your dependent(s) does not meet the eligibility rules, please log in to https://MTA.verifi1.com and voluntarily request that the dependent(s) be removed, or check the "remove" box next to the dependent(s) you would like to remove, then scan and upload this document.

Below is a list of all documents required for the verification process. Please send in all of the appropriate documents listed below; you cannot request copies of the documents from the MTA. If you do not have the below documents, log in to https://MTA.verifi1.com to view a list of other acceptable documents. This list is located under your employee profile. Select the "document tab" then select "change document options" to view the list of other acceptable documents. All documents listed below are required and must be submitted no later than 8/21/2026.

Relationship	All Documents from Below	AND One Document from Below
Spouse	• Marriage certificate	*Showing both you and your spouse's names, dated within the last 6 months:* • Auto Insurance Statement • Homeowners Insurance Statement • Credit Card Statement • Utility Bill, Phone Bill or Internet/Cable • Mortgage Statement, Rental/Lease Agreement, or Property Tax Statement • Bank Statement
Domestic Partner	• MTA Affidavit of domestic partnership	*Showing both you and your domestic partner's names, dated within the last 6 months:* • Auto Insurance Statement • Homeowners Insurance Statement • Credit Card Statement • Utility Bill, Phone Bill or Internet/Cable • Mortgage Statement, Rental/Lease Agreement, or Property Tax Statement • Bank Statement
Natural Born Child	• Birth certificate	N/A
Child of Domestic Partner	• MTA Affidavit of domestic partnership • Child of domestic partner birth certificate	*Showing both you and your domestic partner's names, dated within the last 6 months*:* • Auto Insurance Statement • Homeowners Insurance Statement • Credit Card Statement • Utility Bill, Phone Bill or Internet/Cable • Mortgage Statement, Rental/Lease Agreement, or Property Tax Statement • Bank Statement *Only applicable if domestic partner is not enrolled in MTA coverage
Stepchild	• Stepchild birth certificate • Marriage certificate	*Showing both you and your spouse's names, dated within the last 6 months:* • Auto Insurance Statement • Homeowners Insurance Statement • Credit Card Statement • Utility Bill, Phone Bill or Internet/Cable

Relationship	All Documents from Below	AND One Document from Below
		• Mortgage Statement, Rental/Lease Agreement, or Property Tax Statement • Bank Statement
Legally Adopted Child	• Court approved adoption papers	N/A
Child for whom you are a legal guardian	• Court awarded custody or Guardianship papers	N/A

If you are unable to log in to https://MTA.verifi1.com and cannot upload your documents to the website:

- **Fax** your documents to 1 800-209-9201 OR
- **Mail** your documents to PO BOX 851408, Westland, MI 48185-0690 **using a copy of this letter as a cover sheet.**

QUESTIONS AND ASSISTANCE
If you have any questions, please log in to https://MTA.verifi1.com for information on your dependent(s) status, instructions on what to do or additional options for verifying your dependents. If you cannot find the information you need to complete the process, please call 1 (877) 769-7787 between 8 a.m. and 6 p.m. ET Monday-Friday.

Thank you.

MTA Benefits Department