



# THE UNIVERSITY OF IOWA

## REQUEST FOR DOUBLE SPOUSE CREDIT

### FACULTY, PROFESSIONAL & SCIENTIFIC, MERIT and HOUSE STAFF

When both spouses or domestic partners are employed by the University of Iowa in benefits-eligible positions and are both classified as Faculty/P&S/Merit/House/Merit, they may benefit from the Double Spouse Credit. Double Spouse Credit provides Family Health and Dental coverage at no cost. If you do not have dependent children who require coverage under your policy, you and your spouse should each elect Employee Only coverage for both health and dental insurance. Since single coverage is free, the Double Spouse Credit is only a benefit for those who cover dependent children.

Double Spouse Credit may be requested at the time of hire, open enrollment, or the first of the month following a qualifying event such as marriage, birth of a child, or declaration of domestic partnership. If either employee separates employment, changes classification, will not receive a paycheck for the month in which a premium is due, or becomes otherwise ineligible to participate in this program, the employee or their spouse or domestic partner must notify University Benefits within 30 days. Signing this form authorizes a payroll deduction of any balance owed.

Due to the qualifying event listed, we request our current benefit status with the University of Iowa to be modified as indicated below:

Event: \_\_\_\_\_ Date of Event: \_\_\_\_\_

**Modification:**

**Elect Double Spouse Credit**  
 Spouse 1 – Contract holder for health & dental  
 Spouse 2 – Non-contract holder

**Cancel Double Spouse Credit**

**SPOUSE 1:**

Name of Employee (please print)

Employee ID or University ID Number

Signature of Spouse 1

Date

**SPOUSE 2:**

Name of Employee (please print)

Employee ID or University ID Number

Signature of Spouse 2

Date

**\*\*Upon review and approval, University Benefits will contact both of you by email with instructions for enrolling in Employee Self Service. Please wait to receive an email before proceeding with your enrollments.**

**Please Return Form to:**  
 University Benefits  
 120 University Services Building  
 Iowa City, IA 52242-1911  
 email: [benefits@uiowa.edu](mailto:benefits@uiowa.edu)

Office Use Only - Effective Date: \_\_\_\_\_