



THE UNIVERSITY OF IOWA

REQUEST FOR DOUBLE SPOUSE CREDIT

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 Staff, they may benefit from the Double Spouse Credit. Double Spouse Credit provides Family Health and Dental coverage at little or no cost depending on which health plan you choose. If you do not have dependent children who require coverage under your policy, you and your spouse/domestic partner should each elect Employee Only coverage for both health and dental insurance.

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/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:

Select 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

Office Use Only - Effective Date: _____