Domestic Partnership

How do I enroll a domestic partner in coverage and how does that impact my taxes?

A Domestic Partner (and family) can be added to your benefit elections at the following times: 1) when you enroll as new hire; 2) enroll within 30 days of the establishment of the partnership; 3) during Open Enrollment; or 4) you or they experience a “Qualified Status Change” event.

There are two forms you will need to complete to add a domestic partner/family: (HR will provide these forms)

1. **Domestic Partnership Affidavit** - must be submitted along with the enrollment/midyear change form(s) when adding a domestic partner midyear. You will only need to complete this affidavit once, and it will remain in effect until the relationship ends.
2. **Domestic partner / tax status statement** - under federal tax law, if your (non-spouse) Domestic Partner does not qualify as your tax dependent for health coverage purposes then the value of your Domestic Partner’s coverage will be included in your gross income, subject to Federal income tax withholding and employment taxes, and will be reported on your Form W-2. This includes any portion of the premiums that your employer pays for your Domestic Partner’s health coverage. (The value of coverage varies, depending on the medical, vision and dental coverage options you select.)

What if things change with my Domestic Partner?

Contact the HR Department immediately if any conditions within the statement of domestic partnership change to discuss impacts to your benefits. You may reach them at hr@centenary.edu or 318-869-5191. You have **30 days from the date signed on the domestic partner affidavit** to submit to a change request to be processed.

If you do not submit your affidavit within the 30-day deadline, you must wait until our next annual open enrollment period, when changes will take effect on January 1. If you experience another qualifying event during the year, depending on the life change, you may be able to add your partner (including your affidavit) at that time.

What should I do if my partner and I are no longer together?

You are required to notify the college HR Department immediately upon termination of your domestic partnership within 30-days of the event. If Centenary College of Louisiana or any of its insurers or third-party administrators suffer a loss because of lack of timely notification of the domestic partnership they may bring a civil action lawsuit to recover their respective losses, including reasonable attorney’s fees.

- The Domestic Partnership Status Affidavit form must be completed within 30 days of said change.
- The HR Department will work will help you remove the former partner from your benefits.
- You must also notify your domestic partner of the termination.

Questions?

If you have any questions about Domestic Partners at Centenary College, please contact the Director of Human Resources at 318-869-5191.