



SECURITY BENEFIT FUND
OF THE
UNIFORMED FIREFIGHTERS ASSOCIATION
OF GREATER NEW YORK • LOCAL 94, I.A.F.F. AFL-CIO

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DOMESTIC PARTNERSHIP CHECKLIST

There are three steps to take to obtain benefits for your domestic partner. Remember to keep copies of EVERYTHING you submit!

- 1) First, you need to register for a “Certificate of Domestic Partnership” with your local County Clerk’s Office.
- 2) Then, you need to provide a copy of that certificate to the city, and apply for medical health benefits for your domestic partner. When that is processed, you will receive a notification in the mail confirming your Domestic Partnership’s Medical Benefits Coverage “Start Date” – this is a stamped notification.
- 3) Finally, you will send a) a copy of the “Start Date” stamped notification letter (from #2), b) a copy of your Domestic Partnership Certificate and c) a copy of the original ERB form that you filled out, with all of your DP’s info to the UFA’s Security Benefits Fund (SBF) so that your Domestic Partner may be added to your optical, prescription and dental coverage. You can send all documents by fax, email or USPS mail. See above for the address/fax#. Please call SBF after sending to verify receipt, and to make sure you’ve provided all necessary documentation. At the same time you call, please be sure to ask SBF for a new beneficiary enrollment card to fill out (Green Card for ACTIVE, Yellow for RETIREES).

MAKE SURE YOU KEEP COPIES OF EVERYTHING YOU SEND!!

1. Register for a Certificate of Domestic Partnership with a County Clerk’s Office

You can go downtown to the NY City Clerk’s office and apply to become legal domestic partners. Their website has their office locations and hours

<http://www.cityclerk.nyc.gov/html/about/office.shtml>

There is also a web page dedicated specifically to Domestic Partnership within the NYC Government website. It can be found at

http://www.cityclerk.nyc.gov/html/marriage/domestic_partnership_reg.shtml

(In español - http://www.cityclerk.nyc.gov/sp/html/marriage/domestic_partnership_reg.shtml)

The # for the NYC Clerk’s Office is 212-669-3652 or 212-669-2208.

If you need to contact the City Clerk’s office to follow-up on the Certificate of Domestic Partnership, or for more information, please visit

<http://www.cityclerk.nyc.gov/html/contact/contact.shtml>

2. Apply for Domestic Partner Health (Medical) Benefits with the City

Once you have the Certificate of Domestic Partnership you then need to send a copy of this certificate with the completed Health Benefits Application Form (available at <http://www1.nyc.gov/assets/olr/downloads/pdf/health/health-benefits-application.pdf>) to the following address (also found on the application):

City of New York Office of Labor Relations
Health Benefits Program – Domestic Partner Unit
40 Rector Street – 3rd Floor
New York, New York 10006

The same application can be found on the FDNY Website (and it's actually easier because you can fill it in online, then print it) at

http://www.nyc.gov/html/fdny/pdf/emp_resources/healthbenefits.pdf

Alternately, you can download it from the OLR Website at

<http://www1.nyc.gov/assets/olr/downloads/pdf/health/health-benefits-application.pdf>

Again, make sure you send in a copy of the certificate of domestic partnership with the health benefits application. For more information, call the NYC Office of Labor Relations – Employee Health Benefits – Domestic Partnership liaison at 212-306-7605.

3. Send a copy of the Start Date / Stamped Notification and the Certificate of Domestic Partnership to the UFA / SBF (for Optical / Prescription / Dental Benefits)

Once #2 is processed, you will receive a stamped notice in the mail (Please note – it will be from the **NYC Office of Labor Relations – Health Benefits Program**) letting you know the start date of your Domestic Partner's benefits. You're going to send ALL THREE of these documents to the UFA.

Send:

- 1) A copy of your domestic partnership certification
- 2) A copy of the health benefits application (the one you submitted in #2 above), and
- 3) The verification/ notification the city sends you from #2 (that has the stamped start date).

Send **ALL 3** of these documents to the UFA Security Benefit Fund (SBF) to be added for SBF benefits (optical, prescription and dental benefits). These forms can be faxed to is 212-683-0693 or emailed to sbfstaff@ufanyc.org.

***** It is important to know and understand that this is an added benefit, and the cost of this benefit will be added to your income for tax purposes unless you are able to claim your DP as a dependent.*****

Remember never to send originals, only copies. Best of luck!

If you Marry your Domestic Partner

If you marry your domestic partner, you're going to want to notify:

1. The NYC Office of Labor Relations / Health Benefits Program
2. The Uniformed Firefighters Association / Security Benefit Fund, and

If you marry your domestic partner you will not have to pay tax on the health benefits provided to your domestic partner during the entire calendar year in which you marry. However, you **MUST** notify the NYC Office of Labor Relations / Health Benefits Program **in writing**. It is important to notify the above agencies **AS SOON AS** you receive your Marriage Certificate, so your records are updated and you do not receive any tax penalties on the benefits provided to your spouse.

Send a letter which includes:

1. Your Name
2. Your Social Security Number
3. Your Employee ID Number
4. The name of the agency in which you work (FDNY), and
5. **A copy of your Marriage Certificate**

Send ALL of the above to:

**City of New York Office of Labor Relations
Health Benefits Program – Domestic Partner Unit**

40 Rector Street – 3rd Floor
New York, New York 10006

You can also fax it to:

OLR/Active Member Health Benefits Fax: 212-306-7373 (for Active Members)

OLR/Retired Members Health Benefits Fax: 212-306-7756 (for Retired Members)

If you choose to fax it, just make sure you get a receipt that the fax was successfully sent. If you mail the information, make sure you keep copies of everything you send, and mail it via USPS / Certified / Return Receipt.

To verify that your Domestic Partner has been updated to your Spouse, you can go to the ESS website which is <http://www.nyc.gov/html/misc/html/ess.html>.

6. In **addition** to the above 5 items, when you notify the UFA/SBF, please also put a note to the SBF Staff requesting a new beneficiary enrollment card to fill out (Green Card for ACTIVE, Yellow for RETIREES).

To Notify the UFA/SBF, you can either fax ALL OF THE ABOVE to 212-683-0693, or you can email it to sbfstaff@ufanyc.org. Or you can mail them to:

Security Benefit Fund of the UFA

204 East 23rd Street, 3rd Floor SBF

New York, NY 10010-4697

Fax number: 212-683-0693

If you fax it to the SBF, it's a good idea to call IMMEDIATELY after sending the fax, to verify receipt. You can call 212-683-4723 and press 2 for a Benefits Associate.

Once you provide that information your domestic partner will continue to receive health benefits as your spouse.

Terminating a Domestic Partnership

To Terminate a Domestic Partnership, you are basically going to follow the same steps as above.

1. First, you need to terminate your domestic partnership with your local County Clerk's Office by filling out an "Affidavit of Domestic Partnership Termination". Go to http://www.cityclerk.nyc.gov/html/marriage/domestic_partnership_reg.shtml#termination for more information.
 - **REMEMBER TO KEEP COPIES OF EVERYTHING YOU SUBMIT TO THE CITY CLERK!!**
 2. Second, you need to provide a copy of that "Affidavit of Domestic Partnership Termination" to the city, and request that medical health benefits for your former domestic partner be TERMINATED (see #2 on front page). You do not have to wait for a confirmation from the city, just submitting the Affidavit should be sufficient for them. But remember to keep copies of everything you send.
 3. Finally, you will send a copy of the same "Affidavit of Domestic Partnership Termination" to the Security Benefit Fund of the UFA – 212-683-0693. You can also email it to sbfstaff@ufanyc.org. This will terminate your Domestic Partner's Optical, Prescription and Dental Benefits.
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