



Horizon Social Security Number Verification

There have been a couple of changes made to the Social Security verification process for Horizon due to privacy and security concerns (See chart below). Please note that it is imperative that we obtain this information in order to protect the members personal information. Please follow these guidelines:

<u>ERROR</u>	<u>SUPPORTING DOCS</u>
<p style="text-align: center;">SOCIAL SECURITY</p>	<p>SELECT TWO (2):</p> <ul style="list-style-type: none"> • RECENT TAX RETURN COPY (W2 Forms not valid) • SOCIAL SECURITY CARD (Color copy only) • LETTER FROM SOCIAL SECURITY ADMINISTRATION (SSA) OFFICE.
<p>SUBSCRIBER AND DEPENDENT CONTACT INFO DISCREPANCY</p>	<p>GOVERNMENT ISSUED DOCUMENT:</p> <ul style="list-style-type: none"> • BIRTH CERTIFICATE • MARRIAGE CERTIFICATE (IF MARRIED) • DIVORCE CERTIFICATE (IF DIVORCED) • DRIVER'S LICENSE • UTILITY BILL(S) * <p>*NOT VALID FOR NAME DISCREPANCIES</p>

IMPORTANT:

IF THE LETTER FROM SSA OFFICE IS PROVIDED AS VERIFICATION OF THE MEMBER'S

SOCIAL SECURITY#, WE WILL NOT NEED AN ADDITIONAL DOCUMENT. FOR THE OTHER DOCUMENTS AS LISTED FOR SOCIAL SECURITY VERIFICATION WE WILL REQUIRE TWO SUPPORTING DOCUMENTS.

Thank you and have a great day!

Jess

For more information, please contact Jessica Martin at jessmartin@martinins.com



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Any Questions or Feedback?

Please contact Jessica Martin
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