



MY LIFE EVENTS

Dependent Removals

## Dependent Removals

### Requirements

1. An ex-spouse is not eligible for coverage after a divorce and must be removed from your contract.
2. Dependents must be removed upon death or is no longer eligible.
3. Dependents must be removed on the last day of the year in which the dependent(s) turn 26. Oracle will automatically drop the coverage at the end of the year.

To remove a dependent from your health care contract, you will need to create an SR and reach out to Human Resources.

1. For a divorce, update your Marital Status [here](#) and attach the divorce decree. Also create a [HR Help Desk Service Request](#) to start the process of updating your benefits.
2. For a dependent death, please submit an HR Help Desk Service Request to notify HR and update all the downstream systems. You will need to provide a copy of the death certificate as well.

Please indicate your Employee Badge Number on all documents uploaded to Oracle Cloud.

### Effective Date of Change

Date of Event

## Failure to Follow Guidelines

If you fail to remove a family member within 60 days of the date they no longer meet the eligibility requirements, you may be liable for any payments made by EH on behalf of your family member for benefits that have been provided subsequent to the date they no longer meet the eligibility requirements.

## Additional Forms You May Need to Submit

- Update Beneficiaries
- Tax Withholding
  - Federal and State: Update Federal Tax Withholdings through Oracle Cloud [here](#)
  - Local: Update Local Tax Form, if applicable
    - Find Local Tax Forms [here](#)
  - Submit Local Tax Forms to Employee Services for processing
    - Submit [HR Help Desk Service Request](#) or
- Retirement Account Plan Beneficiary Change