



Adoption Reimbursement Request Form

Eligible adoption-related expenses will be reimbursed to a maximum of \$5,000 per child. To receive reimbursement, submit this form plus a copy of the adoption certificate or reissued birth certificate to Human Resources. Itemized receipts for expenses incurred must be attached to the reimbursement form. (Adoption benefit reimbursements are currently considered taxable income under the U.S. Internal Revenue Code. Therefore, adoption reimbursements will be subject to payroll tax withholdings.)

Requesting individual must complete the following:

Employee Name:	Employee #:
Manager Name:	Hire Date:

Expenses:	Cost:
Agency and placement fees	.
Legal fees and court costs	.
Medical expenses of the birthmother, not otherwise paid for or reimbursed by a health plan	.
Medical expenses of the child prior to adoption	.
Temporary foster care costs	.
Overseas adoption fees	.
Immigration, immunization and document translation fees	.
Transportation and lodging expenses associated with the adoption	.
Administrative fees	.
Total:	.

Employee Signature:	Date:
Human Resource Representative:	Date: