

ADOPTION ASSISTANCE REIMBURSEMENT FORM

Congratulations on the new addition to your family. You can apply to be reimbursed for up to \$25,000 (less applicable taxes) per adoption for expenses such as legal fees and court costs.

EMPLOYEE INFORMATION

First Name:	Last Name:
Employee ID:	

QUALIFIED ADOPTION EXPENSES

DEFINE EXPENSES:

COST OF EXPENSES:

DATE OF ADOPTION:

Please provide the following: adoption certificate, legal paperwork for the adoption, and proof of payment that usually includes copies of checks, credit card receipts, and a detailed receipt. Reimbursement will appear within one to two pay periods upon processing.

Email this completed form to: spgi.benefits@spglobal.com

Please contact spgi.benefits@spglobal.com with any questions concerning the adoption reimbursement program.