

**Please complete this application and submit via email to Gap Inc. Benefits at Gap\_Inc.\_Benefits@gap.com. It will take up to 8 weeks to receive reimbursement. If you have any adoption assistance reimbursement questions, please call 866-411-2772.**

## **Adoption Assistance Reimbursement Application**

### **How the Plan Works**

You are eligible to have expenses reimbursed by the Adoption Assistance Plan if you are classified as a full-time employee.

### **Reimbursement Rules**

Gap Inc. will reimburse you for eligible adoption expenses up to a maximum of \$2,000 per adoption. There is a lifetime maximum reimbursement amount of \$6,000 per employee. Once you've accumulated \$2,000 in eligible expenses, submit your request for reimbursement. Remember to keep copies of receipts for your records.

### **Employee Information**

Employee Name \_\_\_\_\_ Date Submitted \_\_\_\_\_  
Gap Inc. Employee ID: \_\_\_\_\_ Work Location \_\_\_\_\_  
Home Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_  
Check Type of Adoption:  Domestic  
 International (must be final) Date: \_\_\_\_\_  
Name of Child (if adoption complete) \_\_\_\_\_

### **Qualified Adoption Expenses**

- Agency and placement fees
- Legal fees and court fees
- Transportation and court costs

The expenses must have been incurred on or after the date you became eligible for the Plan, and you must still be employed with the Company at the time you request reimbursement.

### **Tax Treatment of Benefit**

Visit the IRS Adoption Assistance site at [www.irs.ustreas.gov/individuals/index.html](http://www.irs.ustreas.gov/individuals/index.html)

### **Special Rules for International Adoptions**

Expenses for international adoptions will be reimbursed only after the adoption is final. You must document that the adoption is final with your request for reimbursement. You must meet all other reimbursement requirements as well.

### **Benefits Approval**

Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_