

## Adoption Benefit Reimbursement Form

**Employee Name** \_\_\_\_\_ **Employee ID** \_\_\_\_\_

### Eligible Adoption Expenses

Please detail your expenses below and attach the corresponding receipts with amounts shown in U.S. dollars. Missing or incomplete information will delay your reimbursement.

Date	Amount	Description
<b>TOTAL</b>		

### Employee Request for Reimbursement

I am applying for reimbursement of the adoption expenses listed above, confirming that the adoption of \_\_\_\_\_ (child's name), whose birth date is \_\_\_\_\_, was finalized on \_\_\_\_\_ (date). A copy of the final adoption decree is attached.

I certify that this is a claim for allowable expenses under the Worthington Steel adoption reimbursement program and I have read the Worthington Steel Adoption benefits policy. I further certify that this child is under the age of 18 and is part of the US foster care system, child from another country, or infant in the US and is not my spouse's child.

Applicable taxes will be withheld from my reimbursement. I understand that it is my obligation to determine whether any reimbursements made to me under this plan are excludable from my income for federal, state or local tax purposes. I further acknowledge that to the extent any income tax exclusion or credit may be available to me, I cannot claim both the exclusion and the credit for the same expense.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

### **Return this reimbursement form, receipts and a copy of the final adoption decree to:**

The Worthington Steel People Center  
200 W. Old Wilson Bridge Road  
Columbus, OH 43085

Questions? Contact us at 614.840.3002 or [wpc@worthingtonsteel.com](mailto:wpc@worthingtonsteel.com)