



ADOPTION ASSISTANCE REIMBURSEMENT REQUEST

Lam Research provides financial support to U.S. eligible employees who are legally adopting a child under 18 years of age. Employees may qualify for adoption reimbursement up to a maximum of \$10,000 per child.

Part 1 – Employee Information

Employee Name	Employee ID Number
Email Address	Phone Number

Part 2 – Eligible Adoption Expenses

Note: Expenses listed below represent the entire reimbursement request for this adoption, partial reimbursement will not be processed. You must submit itemized receipts and/or documentation for each item below.

Date Paid	Description	Amount
TOTAL		

I hereby certify that I paid \$_____ (Agency/Lawyer/Other) for the above adoption expenses. I understand that a maximum benefit of \$10,000 will be paid per finalized adoption. I also certify that I have not received reimbursement for an unsuccessful adoption previously. I understand that this reimbursement is not taxable for federal income. It is subject to other withholdings and will appear as on my W-2 at year end.

Employee Signature

Date

Return completed form and receipts to the Benefits Department at benefits@lamresearch.com for reimbursement.