



Adoption Assistance Plan Claim Form

Employee information

Employee name (first and last)	Employee ID (GPID)
Work telephone	Home telephone
Business unit	

Adopted child information

Name of child	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female
Date of birth	Adoption finalization date (date of final adoption decree)
Child's Social Security Number (last 4 digits) XXX-XX-	Child is mentally or physically disabled <input type="checkbox"/> Yes <input type="checkbox"/> No
Name and address of adoption agent	

Eligible expenses

Date incurred	Amount	Description

Employee's certification for reimbursement

I hereby certify that I have paid for the above expenses related to the adoption of the above-named child. I have not been reimbursed for these expenses under any other plan to the best of my knowledge and belief. The expenses incurred are eligible for reimbursement under the BP Adoption Assistance Plan. I agree the above named child is not my blood relative, stepchild or a child of my domestic partner. If the expenses submitted under this claim total less than \$3,000, I understand that I cannot submit another claim for additional expenses towards this adoption, at a later date.

Employee signature

Date (MM/DD/YYYY)

HR Approval

Date (MM/DD/YYYY)

Instructions for completing the form

- Complete the enclosed claim form once the adoption is finalized. Make sure that you have indicated all eligible expenses, since you will not be permitted to file a supplemental claim.
- Sign and date the enclosed claim form. Attach to the claim form:
 - Original receipts in US dollars for all expenses listed on the claim form.
 - A copy of the final adoption decree.
- Return the claim form to: BP HR and Benefits Center
PO Box 64049
The Woodlands, TX 77387-4049

The BP HR and Benefits Center will review the claim form and process reimbursements after the claims have been reviewed.

If you have any questions regarding the Adoption Assistance Plan or reimbursement, call the BP HR and Benefits Center at 1-800-890-4100. Customer Service Representatives are available between 7 am and 7 pm (Central time), Monday through Friday.