Adoption Associates
1338 Baldwin Jenison, MI 49428
616.667.0677 www.AdoptionAssociates.net

Dear Adoptive Parent(s),

In 2002, the hope for children act was passed which created a federal adoption tax credit for individuals and couples who adopt domestically or internationally. In addition to this tax credit many employers also offer adoption benefits to their employees.

In order to take full advantage of these benefits, it is necessary to have complete and accurate financial records of your expenses. Below is a form which you may complete and submit to Adoption Associates after your adoption is finalized regarding adoption related expenses which were not paid directly to Adoption Associates. If you need a receipt only for the fees submitted to AAI, please mark the box below and submit the form. This form must be returned to Adoption Associates to initiate the preparation of your receipt.

We will use the information you provided below, combined with your payments to Adoption Associates, in preparing a receipt to use for employer benefits and/or tax purposes.

If you request adoption related fees that were not paid directly to AAI to be listed on your receipt, the following text will appear in your receipt letter:
You, the adoptive family, report you have paid the following fees which are consistent with the fees indicated in our fee schedule but are not paid directly to Adoption Associates.

(Please complete the information below)

Adoptive Family Name _____

Date	Amount	Description

_____ AAI Fees Only

Please forward this form to Julie Steere at jsteere@adoptionassociates.net upon completion.
Upon receipt of this information, we will be happy to prepare a signed receipt on Adoption Associates letterhead for your records. Please allow 3-4 weeks for processing.