ADOPTION
ASSOCIATES, INC.

AAI

FUTURES BUILT
THROUGH ADOPTION

EXECUTIVE DIRECTOR
Jane Bareman

FOUNDING DIRECTOR
Richard Van Deelen

WESTERN MICHIGAN
CORPORATE OFFICE
1338 Baldwin
Jenison, MI 49428

DOMESTIC
phone 616.667.0677
fax 616.667.0920

INTERNATIONAL
phone 616.667.0921
fax 616.667.9730

E-MAIL
adopt@adoptionassociates.net

WEB SITE
www.AdoptionAssociates.net

CENTRAL MICHIGAN
LANSING OFFICE
phone 517.327.1388
fax 517.327.1390

NORTHEASTERN MICHIGAN
SAGINAW OFFICE
phone 989.497.KIDS
fax 989.497.0294

EASTERN MICHIGAN
FARMINGTON HILLS OFFICE
phone 248.474.0990
fax 248.474.5566

EASTERN MICHIGAN
DETROIT OFFICE
phone 313.393.3040
fax 313.393.3041

CONNECTICUT
phone 860.233.6666
fax 860.236.9200

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 provide below, combined with your payments to Adoption Associates, in preparing a receipt to use for employer benefits and/or tax purposes.

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 ____ GM Employee

Please forward this completed form to: Attn. Bookkeeping, 1338 Baldwin, Jenison, MI 49428. 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.

Sincerely,

Richard Hoekzema

Richard Hoekzema
Assistant Bookkeeper