

# Frequently Asked Questions (FAQs): Adoption and Surrogacy Reimbursement Program

### 1. Who is eligible for the Adoption and Surrogacy Reimbursement Program?

- ❖ All full-time employees of Epiq are eligible for this program, regardless of their enrollment in the company's health insurance plan.
- ❖ All full-time employees with at least 12 months of continuous service are eligible for reimbursement.
- ❖ Employee must be in “good standing” as of the request date through the course of completion date. If the employee falls out of “good standing” during the application process, reimbursement may not be approved and processed.
- ❖ Employee must be actively employed with the company at the time of reimbursement.
- ❖ Employees can receive reimbursement for up to two adoption or surrogacy events, with a lifetime maximum reimbursement of \$15,000 per event.

### 2. What expenses are covered under the reimbursement program?

- ❖ Covered expenses include legal fees, agency fees, medical expenses for the surrogate, and travel expenses related to the adoption or surrogacy process.

### 3. What is the maximum reimbursement amount?

- ❖ Employees can receive up to \$15,000 per adoption or surrogacy event, with a lifetime maximum of two reimbursements.

### 4. Are international adoptions and surrogacies covered?

- ❖ No, currently only domestic adoptions and surrogacies are covered under this program.

### 5. How do I apply for reimbursement?

- ❖ To apply, complete the Adoption Assistance Request Form and/or Surrogacy Assistance Request Form and submit it along with supporting documentation (receipts, invoices, legal documents) to the Benefits department.

### 6. How long does the approval process take?

- ❖ The Benefits department will review your application and notify you of approval within 30 days of submission.

### 7. When will I receive the reimbursement?

## Epiq | Surrogacy and Adoption FAQ

- ❖ Once approved, the reimbursement will be processed through payroll and issued to the employee. Are the reimbursements subject to taxes?
- ❖ Reimbursement amounts for surrogacy expenses will be subject to applicable taxes and will be processed through payroll.
- ❖ Reimbursement amounts for adoption expenses will be excluded from income taxes (up to \$17,280 in 2025), but will be subject to social security, Medicare, and FUTA taxes.

### **9. Does my partner need to be on Epiq's health insurance plan to qualify for the reimbursement?**

- ❖ No, your partner does not need to be on Epiq's health insurance plan for you to qualify for the adoption and surrogacy reimbursement.

### **10. I have expenses prior to the effective date, can I still submit that?**

- ❖ No, all receipts must be for purchases/services AFTER July 16, 2025.

### **11. Who can I contact if I have more questions?**

- ❖ For any additional questions or further assistance, please contact the Benefits department at [Epiqbenefits@epiqglobal.com](mailto:Epiqbenefits@epiqglobal.com)