For International employees only

Home Purchase Reimbursement Request

To request a home (e.g., house, condo, coop) purchase reimbursement, please provide the information below and attach appropriate supporting documentation. Email the form and documentation to **Winnie Tang** with cc to **Janet Arce** in Human Resources.

Date of closing	Add a date
Amount of requested reimbursement ($1,000 maximum)	Amount of requested reimbursement
Description of expense(s) (e.g., inspection fee, title search, escrow fee, loan points)	Add a description of expense
Name(s) of provider(s)	Add provider name

Examples of supporting documentation

- Settlement statement
- Invoice or statement of services rendered from service provider, including name, service date(s) and services rendered

I certify that I have incurred the expenses for which reimbursement is claimed from the Segal home purchase reimbursement program and that these expenses are for the initial purchase (not refinancing) of my primary residence. Reimbursement will be made to me and is considered taxable income. I understand this benefit is only available once during my tenure at Segal.

☐ By checking this box, I, the **Employee**, verify the above information.

Employee Name Add employee name

Employee ID Add Employee ID **Date:** Add the date