



Immigration Expense Reimbursement Request Form

GreenState Credit Union's diversity initiatives extend to our benefit offerings through driving citizenship efforts and covering the reimbursement cost of associated fees. Additional information for this program can be found on [Benefits Portal](#).

Employee Information

Employee Printed Name _____

Employee Job Title _____

Company _____

Reimbursement Request (attach supporting documentation noted below)

I have reviewed the listing of expenses eligible for reimbursement on the Benefits Portal. I have incurred one or more of these expenses and request total reimbursement in the amount of \$_____ with the following proof of payment attached:

- Proof of payment being debited from the employee's single or joint account.
- Copy of the application form and itemized fees incurred.

Certification

Hire Date _____ (must be employed for 12 consecutive months to qualify)

Checking this box certifies that I have been employed Full Time since the date of signature noted below.

Submission of this form serves as my formal request to have immigration expenses reimbursed. Since this form of financial assistance does not constitute a "loan" (no money is borrowed from GreenState), there are no terms for deductions or repayment. Also, I understand this payment is taxable as income. Mandated Federal, State, Medicare, and Social Security tax withholding will be deducted from this payment.

Employee Signature _____ Date _____