

Adoption Assistance Program Frequently Asked Questions

Q. What is the adoption assistance program?

The Caterpillar Inc. Adoption Assistance Program (the "Plan") offers assistance in paying certain expenses associated with the adoption of a child. If you adopt a child and your situation qualifies for benefits, you may be reimbursed for a portion of your eligible expenses.

Q. Who is eligible to participate in the Plan?

U.S. full-time, regular, support, management and non-represented employees of Caterpillar are eligible for the Plan. U.S. full-time, regular, support, management and non-represented employees of Caterpillar subsidiaries that choose to offer the adoption assistance benefit are also eligible for the Plan. Employees whose terms and conditions of employment are governed by a collective bargaining agreement are not eligible to participate in the Plan unless the collective bargaining agreement specifies that such employees are eligible for the Plan.

Q. What types of adoptions are covered under the Plan?

Domestic or international adoption of a child(ren) under age 18 who is not a blood relative or previously adopted child of either parent is covered. For example, the adoption of stepchildren and grandchildren would not qualify for the adoption assistance benefit.

Q. What expenses are reimbursable under the Plan?

Qualified adoption expenses are expenses incurred on or after the date you become eligible to participate in the Plan that are reasonable and necessary expenses directly related to, and for the principal purpose of, the legal adoption of an eligible child. Such expenses may include adoption fees, court costs, attorney fees, travel expenses (including meals and lodging) while away from home, and other expenses that are directly related to the adoption of a child such as uninsured medical expenses for the adopted child and/or birth mother, immigration and naturalization fees, immunization and translation fees.

Q. What is the maximum benefit available?

The adoption benefit maximum is \$10,000 per eligible child.

Q. Is there a limit to the number of adoptions I can seek the benefit for, annually or otherwise?

No. There is no annual or lifetime limit to the number of adoptions for which you may seek reimbursement of expenses.

Q. When may I request reimbursement of adoption expenses?

The Plan reimburses you for qualified adoption expenses (up to the \$10,000 maximum) after the adoption of an eligible child is legally final. To be eligible for reimbursement under the Plan, the expenses must be incurred and the adoption legally finalized while you are participating in the Plan.

Q. What are the requirements for a legally final adoption?

If you reside in a state that requires the court approval of adoptions, the Plan will not recognize your adoption as final until the date the court issues a final adoption decree or judgment. If you adopt an eligible child from another country in an international adoption, the Plan will not recognize your adoption as final until you have met the state law adoption requirements of the state in which you reside.

Q. I became eligible to participate in the Plan on January 1, 2025, but the adoption of my child was finalized in 2024. May I receive reimbursement for those adoption expenses?

No. The Plan only reimburses qualified adoption expenses incurred on or after the date on which you become eligible to participate in the Plan.

Q. If both my spouse and I work for Caterpillar, may each of us receive reimbursement for qualified adoption expenses?

If you and your spouse are both eligible employees under this Plan, only one of you may claim reimbursement for the qualified adoption expenses that either or both of you incur.

Q. What is the process for filing a claim for reimbursement of qualified adoption expenses?

You must pay any expenses you incur and then request reimbursement. The Plan does not pay expenses for you. To receive reimbursement, you must file a claim within 90 days after the date your adoption of an eligible child is legally final. Complete the "Adoption Assistance Plan – Application for Reimbursement" form including the "Employee Certification." In addition, you will need to attach a copy of:

- Your itemized receipts, bills or invoices including the expenses incurred;
- Evidence that you paid the expenses (i.e., cancelled checks or paid invoices); and
- Your final adoption decree.

Q. How long does it take to receive the reimbursement?

Allow two to four weeks for the claims administrator to process your claim. Special circumstances may require an extension of the processing time. Payment will be issued as soon as administratively practicable after your claim is approved (typically on the next available pay period).

Q. Is the reimbursement taxable income?

The qualified adoption expenses that the Plan reimburses may be excludable from your taxable income. Every situation is unique and complicated so you should consult your professional tax advisor on how and when to exclude reimbursements from your taxable income. You should also review Form 8839, "Qualified Adoption Expenses," and the accompanying instructions for more information. They are available at www.irs.gov.

Q. Whom do I contact with questions about receiving a reimbursement under the Plan?

Employees should contact Adoption Reimbursement for information on the Plan.

Q. How much leave time can I take for adoption? When can I take adoption leave? How do I request adoption leave? What happens to my benefits while on leave? How long of a leave can I take and still retain my current job?

For all questions regarding leaves of absence, please contact your local HR representative.

Q. What if my employment terminates while the adoption is in process?

If your employment terminates while the adoption is in process, no reimbursement is permitted because the adoption was not legally finalized while you were a participant in the Plan.

Q. What if my employment terminates after the adoption is legally final, but before I apply for reimbursement?

If the adoption is final prior to your termination of employment, you may request reimbursement of eligible expenses incurred while employed by Caterpillar as long as you request reimbursement within 90 days of the date the adoption was final.

Q. What if I am on a leave of absence when I incur the adoption expenses?

Employees on most leaves of absence are still active full-time regular employees and therefore would still be eligible for the adoption benefit. Please see your local HR representative to discuss a leave of absence.

Q. What method is used for currency conversion?

Currency will be converted to U.S. dollars using the monthly Peg Rate provided by Corporate Accounting.

Q. Is a U.S. employee on an ISE assignment eligible to participate in the Plan?

A U.S. ISE on assignment is considered a regular, full-time employee and therefore is eligible for adoption reimbursement. A U.S. employee on international assignment should contact ISE Tax Services for information on tax implications.

In the event that the content of this document or any oral representations made by any person regarding Caterpillar's employee benefit plans and programs conflict with or are inconsistent with the provisions of the governing plan documents, the provisions of the plan documents are controlling. To the fullest extent permitted by law, Caterpillar has reserved the right to amend, modify, suspend, replace or terminate any of its plans, policies or programs, in whole or in part, at any time and for any reason, by appropriate company action.