



## Co-op and Intern Employees Relocation Form

Co-ops and interns who relocate will be provided with a \$3,500 taxable lump-sum Relocation Allowance payment (\$4,500 if moving to AK, CA, CO, UT, or WA). Federal tax will be withheld at the established minimum required withholding rate. In addition, FICA, state and local taxes, if applicable, will also be withheld. No tax assistance is provided.

Eligibility for the taxable lump-sum Relocation Allowance payment is based on the guidelines set forth below. Employees should direct questions regarding eligibility to their Marathon Petroleum Recruiter.

1. Co-ops and interns who do not relocate or who remain under their pre-existing housing/lease agreements are not eligible for the lump-sum Relocation Allowance payment.
2. Co-ops and interns who have back-to-back sessions and remain in the same location are not eligible for another lump-sum Relocation Allowance payment. A lump-sum Relocation Allowance payment will be made if moving from one location to a different location and the sessions are back-to-back.
3. Co-ops and interns who move home or to their permanent residences are not eligible for the lump-sum Relocation Allowance payment.
4. Co-ops and interns who secure new housing in the town/city where they attend school are eligible for the lump-sum Relocation Allowance payment only if 1) they stay in that location for purposes of the co-op/internship and 2) their new lease begins within 30 days of their start date.

Eligible co-ops and interns must complete and submit this form no more than 30 days before their start date, and no later than 60 days after their start date, in order to receive the lump-sum Relocation Allowance payment.

The lump-sum Relocation Allowance payment will be included with a subsequent paycheck after the form has been completed and returned to the **Talent Acquisition Office via email to [TalentAcquisition@marathonpetroleum.com](mailto:TalentAcquisition@marathonpetroleum.com)** for approval and processing.

Employee Name \_\_\_\_\_

Employee Number \_\_\_\_\_

Employment Date \_\_\_\_\_

Work Location \_\_\_\_\_

Recruiter \_\_\_\_\_

### Address Prior to Relocation

### Address After Relocation

Street \_\_\_\_\_

Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Dates of Residence \_\_\_\_\_

Dates of Residence \_\_\_\_\_

I have read and understand the above terms. I further certify that this information was completed by me and that all entries and information are true and complete to the best of my knowledge. I recognize that any falsification, misrepresentation, or omission made by me on this form or otherwise in connection with my acceptance of the Relocation Allowance payment may subject me to (1) discharge any time after discovery, (2) removal from consideration for full-time employment and (3) forfeiture of any Relocation Allowance payment provided to me. I fully understand and agree to comply with all conditions and provisions outlined above. Nothing herein shall be construed to alter the at-will nature of employment or otherwise create a contract of employment.

### Signatures

\_\_\_\_\_  
Employee Date

\_\_\_\_\_  
Approver (MPC Talent Acquisition) Date