



Transferred Exempt Employees

# RELOCATION GUIDE





The Marathon Petroleum Relocation Guide is designed to assist you with the steps necessary for relocating to a new work location, and to help make your move as smooth as possible for you and your family.

Whether you're relocating for the first time or have relocated before, please take time to review the contents of this Guide to learn about the services and assistance available to you through the Company. It's important to fully understand the rules and requirements of the Marathon Petroleum Relocation Policy, so you can get the most benefit from your relocation resources.

If you have questions about issues or circumstances not addressed in the Guide, contact the Employee Relocation Office in Findlay. See "Contacts" on page 25 for details.

This Guide provides a summary of services available to eligible employees under the Marathon Petroleum Relocation Policy. However, if there's any discrepancy or conflict between this Guide and the terms of the official Relocation Policy, the official Relocation Policy will control.



# Table of Contents

Eligibility.....	2	Purchasing a New Home.....	10
Employee Eligibility .....	2	Buying the Right House.....	10
Dependent Eligibility .....	2	Closing Costs on a New Home.....	12
Applying for Relocation Benefits .....	2	Housing Supplement Payment .....	14
Employee Reimbursement Agreement.....	2	Rental Supplement Payment .....	15
Time Period for Completing Relocation.....	3	Location Premium .....	16
Relocation Allowance .....	3	Equity Advance .....	16
Lump Sum .....	3	Duplicate Expenses.....	16
1.5x Monthly Salary .....	3	Shipping of Household Goods.....	17
Selling Your Current Home .....	4	Walker Transfer-Powell, LLC (Atlas Van Lines).....	17
Residences Eligible for Home Marketing Assistance Program .....	4	Selection of Moving Dates .....	17
Home Marketing Assistance Program.....	5	Preparing Goods for Packing and Loading .....	17
Broker Registration Program.....	6	Insurance .....	19
Home Sale Incentive.....	8	Communications With Driver .....	20
Home Selling Expenses.....	8	Delivering Goods at Destination.....	20
Loss-on-Sale.....	9	Claims.....	21
Mobile Homes .....	9	Spousal/Domestic Partner Employment Assistance.....	22
Lease Cancellation .....	9	Other Relocation Expenses .....	22
		Expense Reimbursement Process.....	22
		Tax Allowances.....	23
		State Income Tax Allowance.....	23
		FICA Tax Allowance.....	24
		Federal Income Tax Allowance .....	24
		Adverse Tax Review .....	24
		Contacts .....	25

## Eligibility

### EMPLOYEE ELIGIBILITY

You're eligible for services under the Company's Relocation Policy if the distance between your new place of work and your former residence is at least 50 miles more than the distance between your old place of work and former residence. Also, you must be a current employee who is transferring into a Regular Full-time or Part-time grade 7 or above exempt position.

### DEPENDENT ELIGIBILITY

Assistance under the provisions of this Policy is provided to you, your spouse/domestic partner, and your and/or your spouse/domestic partner's dependent children who permanently reside in your household as of your effective date of transfer. Assistance applies to your spouse/domestic partner and your and/or your spouse/domestic partner's dependent children who will be relocating and living with you for greater than 50% of the time in your new location. Dependent children must be:

- Under 26 years of age and reside as a part of your immediate family; or
- Physically and mentally incapable of self-support and reliant upon you for support regardless of age.

In instances where two or more members of the same household are employed by the Company and are relocating simultaneously to the same residence at the new location, the move is regarded as a single relocation and policy provisions apply only once. Relocation benefits will be given to the employee who first applied and was awarded the new position requiring the relocation.

## Applying for Relocation Benefits

### Key Steps

- ✓ Submit signed Employee Reimbursement Agreement.
- ✓ Familiarize yourself with your relocation benefits and the required procedures to benefit from them.

### EMPLOYEE REIMBURSEMENT AGREEMENT

Before receiving any relocation benefits, you'll need to sign and return an Employee Reimbursement Agreement to the Employee Relocation Office in Findlay. The Agreement, included in your Relocation Packet, stipulates that if you terminate employment voluntarily or involuntarily for cause after receiving relocation benefits, you agree to repay MPC for relocation benefits (including tax reimbursements) and any relocation expenses incurred by MPC at a rate of 8.33% for each calendar month of service not completed during the 12 calendar months counting from the first of the month in which your effective date of transfer occurred. Additionally, the Agreement stipulates that should you not relocate after receiving any relocation benefits and/or after MPC has incurred any relocation expenses, you agree to repay MPC for all relocation benefits paid on your behalf and any relocation expenses incurred by MPC (no pro-ration).

Once the signed Agreement has been received, the Employee Relocation Office will notify TRC Global Mobility, Inc. (TRC), a relocation management company, and Walker Transfer-Powell, LLC (Atlas Van Lines) of your relocation.

TRC and Walker Transfer-Powell will contact you regarding the Company's relocation services related to selling and purchasing homes and moving your household goods and personal effects.



## TIME PERIOD FOR COMPLETING RELOCATION

You have up to 12 months from your effective date of transfer to complete your relocation. You should discuss any need for time off work to complete your relocation with your supervisor. Approved time off should be recorded as Excused Paid. If further time off is needed, beyond what your supervisor has approved, you will need to use vacation.

## Relocation Allowance

**The Relocation Allowance consists of two components:**

### LUMP SUM

Calculation of the lump sum is based on data provided by an independent company that specializes in this area. The calculation is based on family size, origin and destination locations. TRC will make the calculation after their initial phone call with you and provide you with the amount. The maximum lump sum allowance is \$15,000.

### 1.5x MONTHLY SALARY

Calculation of the 1.5x monthly salary is based on your new base annual salary. To calculate this amount, take your new base annual salary divided by 12, then multiply the result by 1.5. The maximum 1.5x monthly salary allowance is \$15,000.

**The maximum Relocation Allowance payment you may be eligible to receive is \$30,000.** The purpose of this one-time payment is for you to tailor use of the money around your personal plans and needs in the following areas:

- Advance house-hunting trip(s)
- Temporary living
- Travel expenses — including mileage
- Return trip(s)
- Home site expenses (such as childcare, mowing, etc.)
- Other miscellaneous expenses

You are not required to retain receipts or submit for reimbursement. Please note that if your total costs in these areas are less than your Relocation Allowance amount, the remaining balance is yours. Conversely, if your total costs in these areas exceed your Relocation Allowance amount, those additional expenses must be borne by you.

Although you may spend this money according to your own needs and circumstances without submitting receipts, it is recommended that you keep receipts for all expenditures should you need them for tax purposes or other reasons.

The Relocation Allowance will be paid to you upon your effective date of transfer. However, you may request to receive the Relocation Allowance prior to your effective date. Once your relocation has been initiated with TRC, you can work with your TRC Relocation Counselor to request your Relocation Allowance at any point prior to your effective date of transfer.

## Selling Your Current Home

The Company's Home Marketing Assistance Program is designed to provide you with professional assistance with marketing and selling your home in the departure location. Specific procedures must be followed to ensure that both you and the Company receive the most favorable tax treatment on Company-paid expenses related to selling the home. **To be eligible for this benefit, you must use an approved real estate agent for the sale of your home.** If the property meets the eligibility requirements and you carefully follow the guidelines of the Home Marketing Assistance Program, the real estate commission and other normal seller's closing expenses will be paid by the Company. These items will not be added to your income and you will not be liable for the taxes on these expenses.

### RESIDENCES ELIGIBLE FOR HOME MARKETING ASSISTANCE PROGRAM

A home eligible for the Home Marketing Assistance Program is any completed single-family or two-family residence (including a condominium) used as the employee's principal residence and owned by the employee at the time of notification of relocation. This includes land customarily considered part of a residential lot and all personal property normally sold with a residence according to local custom.

To be eligible for the Home Marketing Assistance Program, the employee must reside in the home at the time the offer to relocate is extended. The home must be titled in the employee's name, or jointly titled with the employee's spouse/domestic partner or other adult or legal dependent(s).

TRC can provide you with home marketing assistance if your primary residence is:

1. A single family dwelling in a community of typical residences, without excessive acreage or lots.
2. A house consisting of two separate family units in which you occupy one unit.
3. A condominium.
4. A mobile or modular home on a permanent foundation on land which you own. The wheels and axles must have been removed from the mobile home to qualify as permanent.

Additionally, your home must be in "marketable condition," which includes (but is not limited to) financing availability, as well as being free of all structural and mechanical defects. Marketable condition includes a state of cleanliness, free of clutter, debris or foul odor.

A list of homes ineligible for the Home Marketing Assistance Program can be found in the Relocation Policy.





### **Title Report**

TRC will order a title report on your home and if the title report indicates outstanding legal obligations or other issues, you will be responsible for all costs incurred to properly clear title before TRC will accept the home into the Home Marketing Assistance Program. If you are in the process of refinancing or have refinanced within the last four (4) months, please notify your TRC Relocation Counselor immediately; it may create title issues and delays in closing.

### **Property Disclosure**

Disclosure is the duty of the seller to make known to a buyer the condition of the property, particularly any defect or damage that could affect its value, habitability, or desirability. It is your responsibility as the homeowner to fully disclose the condition of your property to TRC, as well as to any potential buyers. You are also required to disclose any pending or current litigation associated with your property or homeowner's association. Failure to disclose could constitute, at a minimum, misrepresentation and possibly fraud.

If you do not disclose complete and accurate information that is subsequently discovered, you may be held responsible for all expenses involved in correcting the defect(s) and any possible litigation.

## **HOME MARKETING ASSISTANCE PROGRAM**

You are expected to aggressively and actively market your home for a sale. To help facilitate the sale of your home, TRC will provide you with a Home Marketing Assistance Program that includes:

- Finding approved real estate brokers for your area.
- Setting a realistic listing price.
- Identifying necessary repairs and improvements.
- Marketing your home.
- Securing a fair market value sale on your home in the shortest period of time.
- Providing the least amount of inconvenience to you and your family.

Since you have up to one year from your effective date of transfer to complete your relocation, you should enroll in TRC's Home Marketing Assistance Program no later than six months from your effective date of transfer to ensure your sale is closed within the one-year relocation period.

**You must not contact an agent or list your home until you have been in contact with your TRC Relocation Counselor.** Your TRC Relocation Counselor must refer or recommend the broker(s) to you. When you are ready to sell your home, contact your TRC Relocation Counselor who will provide you with a list of approved real estate agents in your area. You'll need to select two agents and both agents must agree to any contractual arrangements normally required to participate in TRC's Home Marketing Assistance Program.

Both real estate agents will complete a Broker Market Analysis (BMA) which will be forwarded to you and TRC within five days. After both BMAs have been completed, you must select one real estate agent to list your home. Your TRC Relocation Counselor will review the BMAs with you and your selected real estate agent and suggest a listing price, which should not exceed 105% of the average of the two BMAs' most probable sales price (if the BMAs are not within 5% of each other, a third BMA will be ordered, and the two closest BMAs will be averaged).

**NOTE: DO NOT** commit to using a specific real estate agent before two BMAs have been completed. If you do not wait until two BMAs have been completed, any cost associated with getting the second BMA will be at your expense.

## BROKER REGISTRATION PROGRAM

To improve the quality of real estate agent selection and control costs, the Company is using a Broker Registration Program with TRC. It's important that you utilize this Program in the selling of your home, since failure to do so may result in increased relocation costs for the Company.

Your TRC Relocation Counselor will recommend at least two preferred real estate agents who have an established record of successfully selling similar homes, have experience in your location and are knowledgeable in the procedures related to corporate relocation programs. **Marathon Petroleum requires you to utilize a preferred agent.** Be sure to let your TRC Relocation Counselor know which real estate agent you would like to list with before talking with the agent.

**NOTE:** *If you have an agent you have worked with before, or one who has been recommended to you, you can provide the name/contact information to your TRC Relocation Counselor. TRC will review and advise if the agent can be used.*

When you sign the listing agreement with the agent, make sure it contains the following exclusion clause:

*"The owners hereby reserve the right: (1) to sell this property directly to TRC at any time, and in such event, this agreement is canceled with no obligation for commission or continuance of listing hereafter or (2) to request consideration through the Buyer's Value Option or Amended Value Offer Program of any written offer acceptable to TRC for closing and payment of commission in accordance with the terms of the TRC listing agreement."*

## *Bona Fide Offer to Purchase*

TRC will work with you and your real estate agent for the next 60 days to sell your home. If you secure a bona fide offer to purchase during this 60-day period, DO NOT INDICATE VERBAL ACCEPTANCE, TAKE ANY MONEY OR SIGN ANY DOCUMENTS WHICH WOULD CONSTITUTE ACCEPTANCE OF THE OFFER. The Internal Revenue Service has mandated that certain procedures must be followed for a Buyer's Value Option sale to qualify for non-taxable treatment. Your TRC Relocation Counselor will review all aspects of the offer and determine if the offer is in good faith and that all contingencies and terms negotiated between you and the Buyer are acceptable. Any costs you agree to pay (i.e., seller's discount points, repairs, etc.) will be subtracted from the offer price.

If TRC accepts the contract, they will issue you an offer to match the sales price. You'll need to vacate your home in accordance with the terms of the sales contract with your buyer. You'll be responsible for all expenses associated with your home (real estate taxes, mortgage payments, maintenance, etc.) up to the vacating date or date of closing, whichever is later. After vacating your residence, you'll receive your equity, which will be equal to the difference between the balance of the mortgage plus prorated costs (taxes, mortgage interest, etc.) and the TRC offer.

## *Guaranteed Offer*

If you're unable to secure a sale within the first 45 days, you'll be entered into TRC's Home Purchase Program and you'll be issued a Guaranteed Offer. To determine the value of your home, appraisals will be made by two appraisers selected by you from a list of appraisers supplied to you by TRC.

Data relating to the recent sales of homes similar to yours is the most important element in the appraisal process. The appraisers must take into account current market and financing conditions, as well as other homes that are on the market. To help ensure that all relevant information has been considered by the appraisers, you may wish to provide them with



information on similar homes that have recently sold in your area. Prepare a fact sheet to hand to the appraisers as soon as they begin their property inspection. On the fact sheet, list all of the amenities which your house features.

Home appraising is not an exact science. Certainly an error of fact, such as omitting a garage or other major feature, is a valid basis for question and possible correction. If an appraiser's opinion of value differs from yours and the difference is not due to an error of fact, then we have an honest difference of opinion. There is a certain level of subjectivity in the appraisal process, which is why we average two (or three) appraisals to determine your offer. While you're entitled to appeal the offer, disappointment because an appraiser's opinion of market value differs from yours is not a valid reason to re-evaluate the appraisal/offer. Should you decide to appeal the offer, you must provide valid information to TRC regarding why you feel the appraisals should be re-examined. To help you understand what factors determined the value of your home, you can secure copies of the appraisals from TRC.

The offer that TRC will make on your property represents the most probable sale price for your home and is determined by averaging the two appraisals. If the two appraisals differ by more than 5%, a third appraisal will be ordered (you'll be contacted to select the appraiser) and all three appraisals will be averaged or the two closest of the three appraisals will be averaged, whichever is higher, to determine the Guaranteed Offer. TRC may disregard an appraisal with a valuation that it considers not supportable, provided that another appraiser replaces the disregarded appraisal.

In some locations, there may not be enough qualified appraisers available. If two qualified appraisers cannot be located within the area, the two BMAs may be used to arrive at the Guaranteed Offer. At least one appraisal will be completed and used in conjunction with the BMAs' most probable sales price to arrive at the Guaranteed Offer. The average of the appraisal and the BMAs' most probable sales price, provided they are within 5%

of each other, will be the Guaranteed Offer. If the appraisal and the BMAs' most probable sales price differ by more than 5%, another BMA will be ordered and all three values will be averaged or the two closest values will be averaged, whichever is higher, to determine the Guaranteed Offer.

When there is evidence, as disclosed by you or identified by the broker or appraiser, that a problem exists or if inspections are required by local law, TRC will order such inspections. If the results of these inspections are not satisfactory, TRC may cancel the contract, have reasonable repairs done to correct the problems disclosed by the inspections and charge the costs to you, or require you to make reasonable repairs at your expense.

Assuming there are no unusual circumstances, you'll normally receive the TRC offer within two to three weeks after both appraisers have completed their appraisals. The Guaranteed Offer will be valid for 30 days. TRC will continue to work with you and your real estate agent to produce a sale during this 30-day period. Under no circumstances should you reduce the list price of your home below the Guaranteed Offer amount issued by TRC. Should you reduce the list price of your home below the Guaranteed Offer amount issued by TRC, your Guaranteed Offer will be reduced to the amount of the new listing price. If you secure a bona fide offer to purchase during this 30-day period, **DO NOT INDICATE VERBAL ACCEPTANCE, TAKE ANY MONEY OR SIGN ANY DOCUMENTS WHICH WOULD CONSTITUTE ACCEPTANCE OF THE OFFER.** The Internal Revenue Service has mandated that certain procedures must be followed for an Amended Value sale to qualify for non-taxable treatment. Your TRC Relocation Counselor will review all aspects of the offer and determine if the offer is in good faith and that all contingencies and terms negotiated between you and the Buyer are acceptable. Any costs you agree to pay (e.g., seller's discount points, repairs, etc.) will be subtracted from the offer price.

If TRC accepts the contract, they will issue you an offer to match the sales price. You'll need to vacate your home in accordance with the terms of the sales contract with your buyer. In addition, you'll be responsible for all expenses associated with your home (real estate taxes, mortgage payments, maintenance, etc.) up to the vacating date or date of closing, whichever is later. After vacating your residence, you'll receive your equity, which will be equal to the difference between the balance of the mortgage plus prorated costs (taxes, mortgage interest, etc.) and the TRC offer.

If you secure a bona fide sale during this 30-day period for no less than 97% of the Guaranteed Offer, you'll be paid equity based on the net sales price or the Guaranteed Offer, whichever is greater.

If you're unable to secure a bona fide sale during the 60-day marketing period or the 30-day Guaranteed Offer period, you can accept the TRC Guaranteed Offer. TRC will assume responsibility for your mortgage payments, utilities and the maintenance of your property as of the date of closing. If a mortgage payment is due at the time you accept the Guaranteed Offer, you should make the payment, making sure you advise TRC. Insurance coverage on the property remains your responsibility until the date of closing. Should it not be feasible for you to vacate the property no later than the date TRC will acquire the property (i.e., waiting for household goods movement), you must make every effort to vacate immediately following the acquisition date. During this time, you'll be responsible for the property and must permit the real estate broker, acting for TRC, to show the home to prospective buyers.

If you choose to reject the Guaranteed Offer, there is no further home sale assistance provided. If within 90 days after you have rejected the Guaranteed Offer, you consummate the sale of your home, you'll be reimbursed closing costs as outlined in the Home Selling Expenses section of this Guide.

## Home Sale Incentive

The Company has designed an added incentive for you to market your home effectively. A payment will be made to you on any employee-generated sale (excluding a sale to TRC). The Company will pay you an incentive equal to 3% of the sales price, maximum \$20,000. If your Amended Value Sale is within 97% of the Guaranteed Offer, your payment will be calculated on the Guaranteed Offer amount. Your eligibility for this incentive will expire when your eligibility for reimbursement of home selling expenses expires. (See the "Home Selling Expenses" section of this Guide.)

## Home Selling Expenses

If you sell your home without the assistance of TRC, you'll incur selling expenses. You'll be eligible for reimbursement of these expenses under the Policy if you consummate the sale no later than 90 days after you have rejected the Guaranteed Offer or refused to participate in the Home Marketing Assistance Program through TRC. Reimbursement of these expenses will be taxable to you, with no tax assistance. If you do not consummate the sale within this time frame, you won't be reimbursed selling expenses.

The following home selling expenses are covered by the Policy. Since these expenses vary by locality, reimbursement is limited to only those that are customary selling expenses for your locality. For example:

- Brokerage fees (reasonable and customary for locality).
- Abstract or title insurance.
- Mortgage prepayment penalty.
- Revenue stamps or transfer fees.
- Recording fees.
- Other costs which normally accrue to the seller.



The following home selling expenses are not covered by the Policy:

- Capital improvements or repairs required to sell your home.
- FHA, VA, and conventional loan origination fees, loan discounts, and buydown points. These items are the purchaser's obligation to pay. If, through negotiation, you agree to pay for any of these items, they will not be reimbursed.
- Home warranty protection plan.
- Any closing costs which the purchaser normally pays, that you, through negotiation, agree to pay.

## Loss-on-Sale

You may be eligible for this assistance if you utilize the TRC Home Marketing Assistance Program and sell your property within one year of your effective date of transfer at an actual sales price that is within 90% of the price set by the TRC Home Marketing Assistance Program. "Loss-on-Sale" is defined as the difference between the sales price of your home and the documented purchase price. The sale price will consist of the actual sales price or the TRC Guaranteed Offer, whichever is higher. If the person or institution holding your mortgage agrees to forgive a portion of the mortgage balance, the amount of the mortgage forgiven will be added to the sales price of the home when calculating the loss-on-sale reimbursement.

### **Formula for Calculating the Loss-on-Sale Reimbursement**

Purchase Price	\$
Sales Price	-\$
Loss-on-Sale	\$

- Maximum reimbursement = \$100,000
- Improvements **will not** be considered

Your eligibility for this loss-on-sale will expire when your eligibility for reimbursement of home selling expenses expires. (See the "Home Selling Expenses" section of this Guide.)

**NOTE:** *If your last relocation was effective before January 15, 2019, under the Marathon Petroleum Relocation Policy as a Transferred Exempt Employee, you may be eligible to include improvements in the loss-on-sale calculation. See the Marathon Petroleum Relocation Policy for eligibility requirements and further details.*

## Mobile Homes

If you live in a mobile home that you own, you may want to move the unit to your new location or you may decide to sell it. If the wheels and axles have been removed, the mobile home is on a permanent foundation, and the title covers both the mobile home and the land, the policy for sale is the same as that of a conventional home. If the mobile home does not meet these criteria, you'll be paid a \$3,000 allowance (tax protected) to cover any costs incurred in moving or selling the mobile home.

## Lease Cancellation

If you were a renter at your old location, the Company will reimburse you for up to two months' rent in connection with a lease cancellation. This two months' rent would include forfeiture of a security deposit. You are encouraged to obtain a lease agreement with a cancellation penalty of no more than two months' rent. In some instances, landlords will impose little or no penalty once they are assured you're being transferred by your employer.

## Purchasing a New Home

Buying a home at the new location is understandably as important as disposing of your former residence. Just as the Policy is designed to aid you in attempting to maximize the selling price for your old home, it is also intended to help you find and acquire a home at the new location. **To be eligible for this benefit, you must use an approved real estate agent for the purchase of your home.**

**NOTE: If you purchase a newly-constructed home, make sure all costs (including costs for such items as land, a swimming pool, deck, appliances, etc.) are included in the original purchase price. This will eliminate any problems in establishing the actual purchase price for loss-on-sale purposes if you are subsequently transferred.**

### Key Steps

- ✓ Carefully consider what you and your family need in a home.
- ✓ Put “The Work Number” in your phone, so it will be available to share when needed.
- ✓ Request an equity advance from TRC if the equity from your old home will not be available in time for a down payment on your new home.

## BUYING THE RIGHT HOUSE

Before beginning your search, you should:

1) Contact your TRC Relocation Counselor who will provide you with a list of approved real estate agents at the new location. **You must not contact an agent, make any offers, or put any earnest money down until you have been in contact with your TRC Relocation Counselor;**

2) Estimate how much revenue from the sale of your old home will be available to help make a down payment on the new one; and 3) Determine an affordable monthly house payment. For each property, take a careful look at the:

- **Community.** Is it near your work? Does it have recreational and other facilities your household members need?
- **Neighborhood.** Is it quiet, well-kept, safe, congenial? How near are schools, churches, shopping, health care facilities and parks?
- **Schools.** Are they highly rated? Adequately financed?
- **Transportation.** Is public transportation accessible?
- **Property taxes.** What is the rate? On what basis of evaluation? How do taxes compare with nearby communities?
- **Utilities.** Are water, electricity, gas, sewers all available? Paid for? Or are there existing or future assessments? Is there adequate fire and police protection? You can obtain this information from your insurance company.
- **House.** Is the floor plan desirable? Is the house structurally sound? What’s the condition of the mechanical equipment? Does it fit your present and future household members’ needs?
- **Resale value.** Is this house a one-of-a-kind, special-interest property that will be difficult to sell if you’re transferred again?



### ***Be Aware: Important Information About Synthetic Stucco***

Some residential homes built prior to 1995 may have synthetic stucco, also known as exterior insulation and finish systems (EIFS), applied to wood frames around windows, doors, and other apertures. The stucco was installed with what is called a “barrier system,” designed to protect the home from water intrusion. This proved to be an INEFFECTIVE system because moisture that got behind the EIFS was trapped and this ultimately led to rotted wood. The industry has since developed a water management drainage system.

The reputation of homes built with synthetic stucco has been tarnished, whether there are water intrusion problems or not. The fact that synthetic stucco exists on a home may or may not reflect in the market value of that home due to the negative publicity of the synthetic stucco product.

Because synthetic stucco exteriors have been used throughout the United States, you should be aware of the potential problems that are associated with them. The Company strongly suggests that if you choose to purchase a home with synthetic stucco, you get a clear inspection from a licensed synthetic stucco inspector.

### ***Take Along “The Work Number”: [www.theworknumber.com](http://www.theworknumber.com) or 1-800-367-2884***

Mortgage lenders will need to check your employment and income. “The Work Number” is an automated service that provides instant employment and income verification 24 hours a day, 7 days a week.

### ***Checklist***

✓ **Banking** — Arrange for sufficient cash or travelers’ checks to cover expenses until you make banking connections at your new residence. Transfer your bank accounts. Have your present bank arrange credit references to establish accounts at the new residence.

✓ **Records** — Obtain letters and transcripts from school principal covering educational status of your children.

Obtain medical records and X-rays for yourself and family members (if applicable) from health care provider(s) and dentist(s). Ask them to recommend names of doctors and dentists at your new location.

✓ **Services** — Pick up laundry and dry cleaning. Discontinue services no longer needed at your former residence (e.g., electricity, gas, water, telephone, newspaper delivery).

✓ **Address Change** — After you have established a residence at your new location, you should update your address with the Company. Send change of address cards to your post office, creditors, magazines, friends and relatives.

✓ **Arrival Kit** — Pack an “Arrival Kit” containing items which may be needed immediately upon arrival at your new home. Have this box marked conspicuously and placed in the moving van last so it will be the first box off.

Suggested items include:

- **Cleaning** — detergent, cleanser, towels, window cleaner.
- **Kitchen** — paper plates, cups, utensils, saucepans.
- **Bathroom** — tissue, towels, soap, first-aid kit, toilet paper.
- **Snacks** — canned items, crackers, cheese, soup mix, cereal, coffee.
- **Miscellaneous** — light bulbs, tools, shelf paper, scissors.
- **Children** — coloring books, crayons, reading material, toys.

### CLOSING COSTS ON A NEW HOME

If you were a homeowner at the old location and purchase a home at the new location within 12 months of your effective date of transfer, the Company will reimburse you for certain costs you, as the purchaser, incur.

If you were a renter at the old location and purchase a home at the new location within 12 months of your effective date of transfer, the Company will reimburse you up to a maximum of \$1,000 for these costs. Direct billing of reimbursable home purchase costs does not apply to first-time home buyers.

In most cases, lenders conducting settlements are required to provide buyers with a Closing Disclosure that includes the loan terms, projected monthly payments, and other fees and costs applicable to the mortgage (closing costs). The Closing Disclosure should be submitted to TRC so they can validate your actual purchase costs. The following identifies some, but not necessarily all, of the items that are reimbursable under the Policy.

**NOTE:** *If you purchase a new home, prior to your relocation being started and/or having an approved realtor through TRC, no closing costs will be reimbursed.*

ITEM NAME	ITEM DESCRIPTION
Abstract or Title Search Title Examination Title Insurance Binder	These charges cover the costs of the search and examination of records of previous transfers to determine whether the seller can convey clear title to the property and to disclose any matters on record that could adversely affect the buyer or the lender.
Appraisal Fees	This charge pays for a statement of property value for the lender made by an independent appraiser or by a member of the lender's staff.
Assumption Fee	This fee is charged for processing the paperwork for cases in which the buyer takes over payments on the prior loan of the seller.
Attorney's Fee	You may be required to pay for legal services provided to the lender in connection with the settlement, such as examination of the title binder or sales contract. If a lawyer's involvement is required by the lender, the fee will appear on this part of the form. Where this service is not required by the lender, yet it is a local custom and is paid for outside of closing, the person conducting the settlement is not obligated to record the fee on the settlement form; however, such fees charged to you, as the buyer, are reimbursable by submitting an itemized statement of attorney's fees.
Condominium Documentation Review	If you finance the purchase of a condominium, the lender may assess a fee for its review of the bylaws and other legal documents governing the condominium.
Credit Report Fee	This fee covers the cost of the credit report which shows how you have handled other credit transactions. The lender uses this report in conjunction with other information you submitted to determine whether you're an acceptable credit risk and to help determine how much money to lend you.
Document Preparation	There may be a separate document fee that covers preparation of final legal papers, such as a mortgage, deed of trust, note, or deed. You should check to see that these services are not also covered under some other service fees.
Government Recording and Transfer Charges	These fees may be paid either by the borrower or seller. The borrower usually pays the fees for legally recording the new deed and mortgage. The transfer charges collected when property changes hands or when a mortgage loan is made are set up by state and/or local governments. City, county and/or state tax stamps may have to be purchased as well.
Lender's Inspection Fee	This charge covers inspections, often of newly-constructed housing, made by personnel of the lending institution.

(continued)



ITEM NAME	ITEM DESCRIPTION
<b>Lender's Title Insurance</b>	A one-time premium may be charged at settlement for a lender's title policy which protects the lender against loss due to problems or defects in connection with the title. The insurance is usually written for the amount of the mortgage loan and covers losses due to defects or problems not identified by title search and examination. In most areas this is customarily paid by the borrower unless the seller agrees in the sales contract to pay part or all of it.
<b>Loan Discount</b>	Often called "points," a discount point is a one-time charge used to adjust to a lower mortgage interest rate. Each "point" is equal to 1% of a mortgage loan amount. No discount points are paid by the Company if the "mortgage interest rate" is less than 6%. Up to one discount point is paid if the "mortgage interest rate" is 6% or greater but less than 8%. Up to two discount points are paid if the "mortgage interest rate" is 8% or greater. The "mortgage interest rate" is the rate on the 30-year mortgage interest table set by the Federal National Mortgage Association (FNMA) and published in the Wall Street Journal on the day the employee locks into their mortgage loan's interest rate.
<b>Loan Origination/ Commitment or any other Loan Service Fee</b>	This fee covers the lender's administrative costs in processing the loan which will vary among lenders and from locality to locality. Reimbursement is limited to \$500.
<b>Notary Fee</b>	This fee is charged for the cost of having a licensed person affix his or her name and seal to various documents authenticating the execution of these documents by the parties.
<b>Owner's Title Insurance</b>	The charge for owner's title insurance protects you against loss due to title defects. In most areas, it is customary for the seller to provide the buyer with an owner's policy and for the seller to pay for this policy. However, if local custom requires that you pay this charge, it is reimbursed.
<b>Pest and Other General Inspections</b>	This fee is to cover general home inspection costs (termite, radon, structural, mechanical, etc.).
<b>Settlement or Closing Fee</b>	A fee paid for escrow closing to the escrow agent (which may be a lender, real estate agent, title company representative, attorney, or an escrow company) for collecting and distributing monies and documentation.
<b>Survey</b>	The lender or title insurance company may require a property survey to determine the exact location of the house and the lot line, as well as easements and rights-of-way. Usually the buyer pays these fees.
<b>Title Charges</b>	Title charges may cover a variety of services performed by the lender or others for handling and supervising the settlement transaction and related services.

**NOTE:** Private Mortgage Insurance, which insures a portion of the purchaser's loan against default, is not reimbursable.

## HOUSING SUPPLEMENT PAYMENT

If you are a homeowner relocating to a high-cost housing area (Alaska, California, Colorado, Utah, and Washington), you may be eligible for a Housing Supplement Payment (HSP). If you are relocating within the same state, you are not eligible for an HSP. The intent of the HSP is to help you acclimate to the higher housing cost area. The HSP will increase your purchasing power and will make comparable housing more affordable in the new work location.

**Note:** Homeowners who decide to rent in the new location are not eligible for the HSP but may qualify for the Rental Supplement Payment (RSP).

The HSP will be calculated based on the following criteria:

- The sales price of your current home.
- The mortgage interest rate of your current home, if applicable.
- The housing cost comparison index.
- The mortgage amount of the new home.
- The mortgage interest rate of the new home.

The housing cost comparison index is generated by a report that is received from a 3rd party that looks at multiple variables such as new base annual salary, origin and destination locations, family size, etc. It's important to note that the housing cost comparison index is going to be different for each employee.

If you receive an active offer to relocate to an eligible high-cost housing area, and your decision to accept/reject the offer is contingent on seeing an HSP estimate, then one can be provided. If you accept the offer to relocate, you may receive up to two additional HSP estimates based on estimated values of the criteria above. **It is your responsibility to request the estimates; estimates will not be provided automatically.**

Once you've sold your home and closed on your new home, the final calculation of your HSP will be completed using the actual closing statement from your new home purchase.

The HSP is paid bi-weekly for up to 4 years on a decreasing scale of 25% per year.

## Example Only

Housing Supplement Payment Worksheet Example		
Employee Name	John Doe	
Employee Number	123456	
Departure Location	Findlay, OH	
Destination Location	Martinez, CA	
Housing Cost Index	2.50	
Departure Home Value	\$300,000	
Destination Home Value	\$600,000	
Departure Interest Rate	3.500%	
Destination Interest Rate	4.000%	
Max New Home Value Allowable	\$750,000	
Supplement Home Value (SHV)	\$600,000	
Supplement Loan Value	\$480,000	
Supplement Loan Difference	\$240,000	
Supplement Interest Difference	0.500%	
Loan to Value Assumption (LTV)	80.00%	
Departure Home Interest Expense	\$8,400	
Destination Home Interest Expense	\$19,200	
Total Base Housing Supplement	<b>USD</b>	<b>\$10,800</b>
<b>Housing Supplement Amortization Schedule</b>		
Year 1	100%	\$10,800
Year 2	75%	\$8,100
Year 3	50%	\$5,400
Year 4	25%	\$2,700
<b>Total HSP</b>		<b>\$27,000</b>
<b>Housing Supplement Bi-Weekly Payment</b>		
Year 1	\$415.38	
Year 2	\$311.54	
Year 3	\$207.69	
Year 4	\$103.85	
<b>Taxes will be withheld from each payment and no tax assistance is provided.</b>		
<b>Payments will commence as soon as administratively possible.</b>		



## RENTAL SUPPLEMENT PAYMENT

If you are a renter relocating to a high-cost housing area (Alaska, California, Colorado, Utah, and Washington), you may be eligible for a Rental Supplement Payment (RSP). If you are relocating within the same state, you are not eligible for an RSP. The intent of the RSP is to help you acclimate to the higher housing cost area. The RSP will increase your rental power and will make comparable housing more affordable in the new work location.

**Note:** Renters who decide to purchase in the new location are not eligible for the RSP but may qualify for the Housing Supplement Payment (HSP).

The RSP will be calculated based on the following criteria:

- The rent amount of your current home.
- The rental housing cost comparison index.
- The rent amount of the new home.

The rental housing cost comparison index is generated by a report that is received from a 3rd party that looks at different variables such as new base annual salary, origin and destination locations, family size, etc. It's important to note that the rental housing cost comparison index is going to be different for each employee.

If you receive an active offer to relocate to an eligible high-cost housing area, and your decision to accept/reject the offer is contingent on seeing an RSP estimate, then one can be provided. If you accept the offer to relocate, you may receive up to two additional RSP estimates based on estimated values of the criteria above. **It is your responsibility to request the estimates; estimates will not be provided automatically.**

Once you've vacated your home and signed a lease on your new home, the final calculation of your RSP will be completed using the actual lease from your new home.

The RSP is paid bi-weekly for up to 4 years on a decreasing scale of 25% per year.

## Example Only

Rental Supplement Payment Worksheet Example		
Employee Name	John Doe	
Employee Number	123456	
Departure Location	Findlay, OH	
Destination Location	Martinez, CA	
Housing Cost Index	2.50	
Departure Annual Rent	\$15,000	
Destination Annual Rent	\$30,000	
Max New Home Annual Rent Allowable	\$37,500	
Supplement Rent Value (SRV)	\$30,000	
Supplement Rent Difference	<b>USD</b>	\$15,000
<b>Housing Supplement Amortization Schedule</b>		<b>Annual Amount</b>
Year 1	100%	\$15,000
Year 2	75%	\$11,250
Year 3	50%	\$7,500
Year 4	25%	\$3,750
<b>Total RSP</b>		<b>\$37,500</b>
<b>Housing Supplement Bi-Weekly Payment</b>		<b>Per Pay Amount</b>
Year 1	\$576.92	
Year 2	\$432.69	
Year 3	\$288.46	
Year 4	\$144.23	
<b>Taxes will be withheld from each payment and no tax assistance is provided.</b>		
<b>Payments will commence as soon as administratively possible.</b>		

## LOCATION PREMIUM

The Company provides a Location Premium to help defray relocation expenses for employees relocating to Alaska and California due to the higher cost of living in these areas. A one-time payment of 10% of your new base annual salary will be provided if you are relocating to Alaska and 15% of your new base annual salary will be provided if you are relocating to California. If you work in Alaska or California and are relocating to one of these states (i.e., California to Alaska), a one-time payment of 5% of your new base annual salary will be provided. No allowance will be provided if you are relocating within the same state.

## EQUITY ADVANCE

In many instances you won't receive the proceeds (your equity) from the sale of your residence at your former location soon enough to make a down payment on your home at the new location. If you have your home actively listed for sale, TRC may provide you with an equity advance. If a bona fide sale is pending or you're in receipt of your Guaranteed Offer, you'll be eligible for an equity advance equal to 100% of your equity or your down payment, whichever is less. If no sale is pending or you haven't received your Guaranteed Offer from TRC, you'll be eligible for a 90% equity advance based on the average of the suggested sales price established by the BMAs or your down payment, whichever is less. Please be advised that the equity advance derived from the suggested sales price rather than the Guaranteed Offer or a bona fide sale may result in a negative equity at closing with TRC that you'll be responsible for paying.

**NOTE:** *An equity advance is strictly for the down payment/closing of your new home and will be sent directly to the title company a day or two before the closing takes place; an equity advance will not be provided for purposes of putting earnest money down on a new home.*

## DUPLICATE EXPENSES

If you purchase or rent a new home prior to closing the sale of your former home, you may incur expenses associated with maintaining both homes concurrently. In order to provide you with the flexibility to market your home for as long as possible, while expediting your purchase of a new home, the Company will reimburse you for certain expenses incurred at the **unoccupied** residence. These expenses are limited to:

- Real estate taxes
- Homeowner's insurance
- Mortgage interest
- Necessary utilities (gas, electric, water/sewage only)

It is important to maintain or continue utilities to allow for inspections, appraisals, maintenance, cleaning, etc.

Duplicate expenses will commence no earlier than the date you list your home at the old location for sale. If you secure a sale during the 60-day marketing period or 30-day Guaranteed Offer period, or accept the Guaranteed Offer, duplicate expenses will be reimbursed until title to the property is transferred. If you do not secure a sale during the 60-day marketing period or 30-day Guaranteed Offer period, nor accept the Guaranteed Offer, duplicate expenses will be limited to a maximum of 60 days beginning the date the expenses were first duplicated. Reimbursement of duplicate expenses would terminate upon rental of the property.

If you're a renter, duplicate expenses associated with the rental at the **unoccupied** residence will be reimbursed for a maximum of 45 days from the date such expenses are incurred.

**NOTE:** *If you were a homeowner in the old location and a renter in the new location (or vice versa), the only duplicate expenses you would be eligible for on the unoccupied home are necessary utilities.*



## Shipping of Household Goods

The Company recognizes that your move is an important undertaking and that your household goods are valued possessions. This section describes the services to be provided by the carrier (van line) and also specifies certain policy limitations. To ensure that your move is as smooth as possible, please read these procedures and instructions carefully.

### WALKER TRANSFER-POWELL, LLC (ATLAS VAN LINES)

Arrangements for your household move will be made with Walker Transfer-Powell, LLC, an agent of Atlas Van Lines. Walker Transfer-Powell will schedule and monitor 1) your packing, 2) transportation of your goods, and 3) any destination services. They are also responsible for invoicing the Company and for handling any claims associated with your move. Please make sure Walker Transfer-Powell is aware of any changes in scheduling, problems encountered during packing, loading, or delivery, or the need to file a claim if you should have any loss or damage.

**NOTE:** *You are not permitted to use any van line other than Walker Transfer-Powell for the movement of household goods and personal effects. If another van line is used, it will be at your expense. If you choose to move your own household goods and personal effects, the Company will reimburse you for leased towing equipment rental. In order for reimbursement to be made, the leasing and towing must qualify as the most economical method of transportation.*

### SELECTION OF MOVING DATES

The earlier you contact Walker Transfer-Powell and all preliminary arrangements are made for your move, the greater the possibility that the carrier can manage your move on your preferred or chosen dates. Normal packing, loading, and delivery

days are **Monday through Friday**. Requests for Saturday, Sunday, and holidays will typically be denied.

If you choose to move during the peak season (May through early September) you should contact Walker Transfer-Powell **four weeks or more** prior to packing. It may be possible for the carriers to accommodate your move if less notice is given, but no guarantees can be made.

In general, it is recommended that you contact Walker Transfer-Powell as soon as you make an offer on your new home. Packing, loading, and delivery should be planned with enough flexibility to allow for unforeseen circumstances such as mechanical failure, inclement weather, etc., to meet the schedule provided.

**NOTE:** *It is recommended that you do not schedule the date of delivery on the day you are closing on your new home or obtaining the keys to a rental home. If any additional costs are incurred as a result of untimely planning, such as if the closing date is pushed back, those costs will be borne by you.*

### PREPARING GOODS FOR PACKING AND LOADING

The Company pays for all **NORMAL SERVICES** provided by Walker Transfer-Powell. These services include packing, loading, hauling, unloading and unpacking. All goods to be transported should be packed by Walker Transfer-Powell; otherwise, they are not responsible for any potential damage.

**Built-in or Attached Items** — If there are items attached to your home (such as chandeliers) that you will be moving to your new residence, arrange to have these detached prior to the packing of your household goods. The Company will not be responsible for these costs.

**Refrigerator and Freezer** — It is your responsibility to defrost and dry your refrigerator and freezer prior to the day of loading. This is particularly important if your goods are destined for storage.

**Servicing Appliances** — Servicing of appliances (bolting down motors, packing washers, dryers, etc.) will be provided by the mover who will bill the Company for the charges. Some makes of appliances require servicing by a qualified technician prior to moving or storage. The Company will pay for the servicing and reservicing of these appliances through the carrier. **This does not cover new materials or parts required or new service lines for appliances.** The carrier's local agent may be of assistance to you in recommending companies who do this type of work, but these companies should be instructed to bill you directly for these charges.

**Items of Extraordinary Value** — Small items of extraordinary value such as documents, wills, TWIC cards, TV remotes, stocks or bonds, currency, coin or stamp collections, jewelry, watches, and precious stones should be transported **personally** to your new location. These items should be removed from drawers and cabinets prior to packing. If you find it necessary to transport any items of this nature on the moving van, a detailed list of these personal effects must be supplied to the driver. Walker Transfer-Powell will provide a form for this purpose. If such a list is not provided, Walker Transfer-Powell will assume no liability for items that are lost.

**Potted Plants** — The Company may pay for the transporting of potted plants if there is sufficient room on the moving van; however, these plants will be transported at your own risk. Be aware that some states do not allow the importation of potted plants without certification(s) or may not allow the importation at all. Obtaining certification(s), and any associated cost(s), is your responsibility, as well as researching/verifying what the state will or will not allow to be imported.

**NOTE:** Walker Transfer-Powell may limit the number of potted plants taken or deny the transportation of potted plants if they feel there is insufficient room on the moving van, puts the moving van and/or puts another person's household goods at risk, or any other reason that may negatively impact their employees and/or business.

**The following items will NOT be moved by the carrier:**

- **Flammable/combustible items:** matches, ammunition, cans of paint or articles of an explosive nature, such as aerosol cans, frozen food, firewood, hoverboards, lithium ion batteries and extra batteries — this is regulated.

**Disposal or Acquisition of Items** — if you plan to dispose of items or acquire additional items prior to your move, do so before the carrier makes the survey so that the proper size of van will be available at the time of loading. If you acquire additional items subsequent to the survey, please notify Walker Transfer-Powell so that adjustments can be made.

**NOTE:** If you acquire additional items and they are not at the home prior to the time of loading, or if the acquired items are delivered from another Company with damages requiring them to be sent back, Walker Transfer-Powell will not be responsible for loading and delivering those items at a later time. Packing, loading, and delivery of those items will be at your expense.

**Telephone** — Please arrange to have your telephone remain connected at the origin until your goods are packed and loaded. It is often necessary for your carrier to reach their packers, their driver, or you.

**Transportation of Automobiles** — The shipment of automobiles at Company expense, via open carrier, is permitted as follows:

- 0 vehicles if moving up to 400 miles.
- 1 vehicle if moving 400 to 799 miles.
- 2 vehicles if moving 800 miles or more.

Any other van shipment of automobiles or recreational vehicles, or requests for using an enclosed carrier, are permitted at your option and at your expense.

**NOTE:** All items must be removed from the vehicle before shipment occurs. Also, the vehicle(s) must be in operable condition, or transportation at Company expense will not be permitted.



### **Transportation of Other Recreational**

**Vehicles** — You are strongly encouraged to tow your boat, travel trailer, and other recreational vehicles such as snowmobiles, motorcycles, motorized golf carts, etc. Due to the size of certain types of recreational vehicles, there is sometimes an additional weight charged for space utilization on the moving van. This is called a weight additive. The Company will pay to move an actual weight or a combined actual weight and weight additive up to 1,500 pounds. Cost in excess of this 1,500-pound weight limit will be at your expense.

For example, a 14' boat, motor, and trailer, with an actual weight of 2,200 pounds would be moved at the chargeable weight of 2,200 pounds actual weight, plus 2,500 pounds of weight additives for the boat and 1,600 pounds of weight additives for the trailer. In this case, the total chargeable weight would be 6,300 pounds. The cost for 1,500 pounds would be paid by the Company; the cost for the additional 4,800 pounds would be at your expense.

If it is necessary to move any recreational vehicles on the moving van, please consult with Walker Transfer-Powell to determine if there will be additional cost to you.

**Transportation of Pets** — The Company will pay for the transporting of up to two pets from the old location to the new location if it is not practical for the animal(s) to accompany you in your vehicle. This includes animals that are considered pets such as dogs and cats. It does not include animals such as horses or livestock.

You will coordinate your own pet transportation (i.e., flight arrangements) and pay for eligible expenses out of pocket. Eligible expenses should be submitted to TRC for reimbursement. If assistance is needed, you should work with your TRC Relocation Counselor.

**NOTE:** *Additional expenses, such as vet expenses or crates required for shipment, are not covered.*

## **INSURANCE**

Your household goods are insured by your carrier and the Company as soon as the mover starts to pack them and carries through until they are unpacked in your new home. Do not purchase or request to purchase additional insurance with the carrier.

It will be necessary for you to sign the carrier's bill of lading releasing your goods at replacement value of in some cases \$.60 per pound per article depending upon the carrier's liability. Any liability beyond that amount is the Company's responsibility. Walker Transfer-Powell will be able to answer any questions you have regarding insurance and will also be able to assist you with your claim should you discover loss or damage upon delivery or after unpacking.

**High Value Items** — You must advise Walker Transfer-Powell of all high value items such as antiques, paintings, silver, etc. Again, Walker Transfer-Powell provides a "high value inventory" form for this purpose. Point these items out to the representative responsible for completing an inventory survey so that special precautions can be taken at the time of packing and loading.

It would be to your advantage to have any antiques, paintings, etc., appraised by a qualified professional in order to provide additional support in the event of loss or damage. The cost associated with this appraisal will be your responsibility.

**Homeowner's Insurance** — If you still own the home from which you are moving, and it will be unoccupied after your move, it is suggested you check with your insurance company to see if you are still covered for damage as a result of fire, vandalism, water damage, etc. Many insurance policies have clauses that exclude certain coverage if the house is unoccupied.

## COMMUNICATIONS WITH DRIVER

Examine and make sure that the physical inventory of your household goods, as prepared by the driver, is accurate as to the number of items, condition of your furniture, etc. Point out to the packers and driver those items that you think might require special handling.

Be sure to count the cartons the carrier packs and unpacks before you sign the bill of lading or certification of packing or unpacking.

A list of any firearms that will be put on the van must be provided to the driver and should also be given to Walker Transfer-Powell. This list should include serial numbers for each gun.

Ask the driver when your household goods are expected to arrive at the destination. Advise the driver where you can be contacted while en route and at the destination. If you cannot be reached to arrange delivery, it could become necessary to put your goods into storage.

You, or an adult representative (relative, friend, or neighbor), should remain at the origin residence until the moving van leaves. It is your responsibility to walk through your residence with the driver to be sure that nothing is left behind. Please double check drawers, cabinets, closets, attic, garage and basement for personal effects.

## DELIVERING GOODS AT DESTINATION

Your furniture will be delivered to your new home and placed **once** where indicated. Boxes will be placed in appropriate rooms. Unpacking will be performed if you requested this service at the time of scheduling prior to delivery.

**NOTE:** Unpacking is **normally** performed the day after delivery (Monday following a Friday delivery) and consists **only** of opening boxes, removing contents, and placing contents on the nearest flat surface. Flat surfaces consist of counters, table tops or floors. The service will be performed quickly and unpackers will depart. No items will be placed in cabinets, on shelves, etc.

**Second Move** — You are eligible for a second move at the new location, if this additional move is from a temporary residence to a permanent residence and if it takes place within 12 months of your effective date of transfer. Services include the cost of packing, moving, and unpacking your household goods and personal effects.

**Inspection** — When your household goods are delivered, any lost or damaged items should be noted on the inventory sheet. Each item should be checked off as received or noted as missing at this time. You should **not** sign any form of receipt upon delivery without having done so. Make a separate list of lost or damaged articles and ask the van driver to sign it. Contact Walker Transfer-Powell as soon as possible advising them of your claim. If you cannot inspect all items at time of delivery, or choose to unpack boxes yourself, make a notation, “*Received Subject to Inspection*” before you sign for receipt of the shipment. Retain a copy of all acknowledged notations.

**NOTE:** Do not sign for any packing or unpacking service that is not performed by Walker Transfer-Powell, or the van driver.

If you choose to unpack cartons at your convenience, you may have the empty cartons removed at a later date, but within 30 days of the move. Please contact Walker Transfer-Powell to arrange for a debris pickup; otherwise, you may dispose of these cartons as you see fit. Only **one** debris pickup is authorized by the Company. If unpacking services are performed, no debris pickup is authorized.

**NOTE:** Debris consists of DRY boxes and packing materials **only**.



**Special Services** — Any special services you request of the mover (such as asking the mover to work overtime, rearrangement of furniture, assembly of items other than those disassembled, or waiting for unloading because your residence is not available) will be at an additional cost to the Company. Should any of these unexpected situations occur, which require the Company's approval, contact Walker Transfer-Powell immediately. The best course of action under the circumstances will be decided and the carrier will be advised by the Company whether the additional work is approved.

**Storage in Transit** — Storage of your household goods, if necessary, will be arranged by Walker Transfer-Powell. The Company will pay for storage of your goods for a maximum of 365 days, provided the storage days fall within the one-year relocation period. The one-year relocation period starts with your effective date of transfer. Storage days beyond the one-year relocation period (even if less than 365 days) will be at your expense. The Company will also pay any charges associated with delivery out of storage, regardless of length of storage. Importantly, please provide Walker Transfer-Powell approximately three (3) weeks' advance notice of preferred storage delivery dates. It is recommended delivery **not** be scheduled on the property closing date to ensure a homeowner or designated adult representative will be present during loading/unloading.

Should you find it necessary to leave your goods in storage past the Company-paid storage days, you will be able to continue storage at the Company's discounted rate for up to 365 additional days. All charges for storage in excess of the Company-paid storage days will be invoiced to you by Walker Transfer-Powell.

For the Company-paid storage days, your stored goods will be insured through the Company's negotiated insurance coverage with Walker Transfer-Powell. Any excess liability for valid claims will be assumed by the Company. Prior to the end of the Company-paid storage days, if your goods must remain in storage, it will be necessary for you to consider the purchase of additional coverage through Walker Transfer-Powell. The cost of initiating and maintaining insurance coverage can be significant. Please address any questions regarding insurance to Walker Transfer-Powell. Delivery of stored goods will be insured by the Company regardless of length of storage.

## CLAIMS

In the case of loss or damage, call Walker Transfer-Powell and request a loss or damage inspection along with claim forms. Confirm your request in writing. Complete the claim form as quickly as possible (preferably within 15 days after delivery) and return it to Walker Transfer-Powell. By handling your claim as quickly as possible, adjustment can be made promptly. In the case of a lost item, Walker Transfer-Powell should be notified immediately so that an attempt can be made to locate the item at once.

**Proof of Claim** — Your best proof of claim is a notation on your bill of lading, inventory, or delivery receipt signed by the driver. All claims must be handled by you in writing to obtain settlement. You must be able to prove that the carrier is responsible for your loss, and you must be able to prove the amount of your loss. Again, the sooner your claim is filed, the easier it is to effect settlement.

**Settlement** — The carrier has been authorized to make settlement with you in full. The excess beyond the carrier's liability will be billed to the Company by the carrier.

**NOTE:** *Walker Transfer-Powell is prepared to assist you. Please contact them if you should have a claim for loss or damage.*

**Mechanical Operation of Machines or Appliances** — Carriers are not liable for the mechanical failure of machines or appliances except as the result of identifiable transit damage.

**Damaged Items** — Do not dispose of broken or damaged items which may be involved in a claim until inspection by the carrier’s representative has been made and you have been authorized by Walker Transfer-Powell to do so. It is the carrier’s option to pick up for salvage any item for which you have been, or will be, reimbursed replacement value.

**Site Damage** — If the carrier has damaged property (house, driveway, lawn, etc.) at origin or destination, contact Walker Transfer-Powell immediately. This will be a separate claim from any claim for loss or damages to your household goods.

## Spousal/Domestic Partner Employment Assistance

The Company has contracted with a career assistance firm to provide your accompanying spouse/domestic partner with the necessary tools to conduct a successful job search at the new location. Typical services include:

- Career counseling
- Resume/CV development
- Interview coaching
- Social media consulting
- Assistance in researching local companies, recruiters
- Networking opportunities

Your spouse/domestic partner will have up to 12 months from your effective date of transfer to utilize this benefit. (Refer to the brochure included in your Relocation Packet from the Employee Relocation Office.) A maximum of \$1,500 of services is provided.

## Other Relocation Expenses

The Company may incur other expenses as part of your relocation, even if you cancel, cease, or otherwise do not complete your relocation. Examples of such expenses can include title work expenses, cancellation fees, etc. As provided in the Employee Reimbursement Agreement, you agree to repay all or a portion of these relocation expenses to the Company if you cancel, cease, or otherwise do not complete your relocation.

## Expense Reimbursement Process

Reimbursement for eligible moving-related expenses will be handled by TRC Global Mobility, Inc. You must submit for reimbursement within 30 days of incurring expenses. All expenses will be submitted through TRC’s online expense reimbursement system. You will receive instructions during your initial call with your TRC Relocation Counselor on how to access the system. Business expenses should not be submitted to TRC for reimbursement. If at any time you are unsure whether or not an expense is reasonable in nature, appropriate and/or eligible for reimbursement under the Relocation Policy, you should contact TRC or the Employee Relocation Office in Findlay **prior** to incurring the expense.

Upon submission of your eligible moving-related expenses, reimbursements made to you by TRC will result in taxable income which must be reported in your regular earnings. Once you receive the reimbursement from TRC, the Company will process the taxes, minus tax allowances, within 1-2 pay periods.



Under IRS guidelines, Federal Income Tax (FIT) will be withheld at a flat 22% on all taxable relocation expenses and tax allowances. If you think you may be in a tax bracket higher than 22% when you file your federal income tax return, you may want to adjust your federal income tax withholding on future paychecks to avoid being under withheld. Other taxes that will be withheld, if applicable, include FICA OASDI, FICA Medicare, State and Local jurisdiction taxes. Please keep in mind that tax withholding may, and in most cases does, have a significant impact on the amount of your final reimbursement.

## Tax Allowances

**All** moving expenses reimbursed to you, or paid on your behalf, **will be** included in your income and subject to all normal tax withholding requirements in accordance with the Internal Revenue Code and applicable state and local jurisdictions.

To assist you in paying additional Federal and State income taxes you incur, the Company provides a Federal, Federal Insurance Contributions Act (“FICA”) and State tax allowance on certain eligible relocation expenses. Under IRS guidelines, Federal Income Tax will be withheld at a flat 22% on all taxable relocation expenses and tax allowances. These tax allowances are intended to approximate your Federal and State tax liability only and do not include an allowance for disability taxes or local taxes for which you may be liable; disability taxes and local taxes are your responsibility.

Please note that any tax allowance you are provided is taxable and subject to all normal withholding requirements. It will be included in your income along with all other taxable relocation expenses.

The amount of tax allowances you receive is based on your total relocation expenses eligible for tax allowance, your estimated annual tax bracket and whether or not you’ve met, or will meet, your FICA Old-Age, Survivors, and Disability Insurance (“OASDI”) annual wage base limit. **If you have met, or will meet, your FICA OASDI annual wage base limit, no FICA OASDI tax allowance is provided.**

**NOTE:** *Your estimated annual tax bracket will be determined based on your annual salary and last annual bonus amount (if applicable). Investment income, spouse’s income, bonuses other than your annual bonus, etc. will not be considered for purposes of determining your estimated annual tax bracket.*

Because certain relocation expenses are not eligible for tax allowance and disability and local tax allowances are not provided, tax allowances may not provide complete tax protection for all relocation-related taxes incurred. In those instances, the Relocation Allowance you receive is intended to cover tax liabilities that are your responsibility.

Tax allowances are discussed below:

### STATE INCOME TAX ALLOWANCE

A state income tax allowance is paid on all taxable amounts, including allowances, except:

- Home Sale Incentive
- Housing Supplement Payment
- Rental Supplement Payment
- Location Premium
- Mortgage Interest Rate Subsidy

### FICA TAX ALLOWANCE

A FICA tax allowance is paid on all taxable amounts, including allowances, except:

- Home Sale Incentive
- Housing Supplement Payment
- Rental Supplement Payment
- Location Premium
- Mortgage Interest Rate Subsidy

The FICA allowance is calculated by using the rates and wage base in effect for the year in which your expense reimbursement is reported on Form W-2.

### FEDERAL INCOME TAX ALLOWANCE

A federal income tax allowance is paid on all taxable amounts, including allowances, except:

- Home Sale Incentive
- Housing Supplement Payment
- Rental Supplement Payment
- Location Premium
- Mortgage Interest Rate Subsidy
- Mortgage Interest and Real Estate Taxes
- Points and Loan Origination Fees (home purchase costs)

### ADVERSE TAX REVIEW

If your taxable relocation expenses, when added to all other taxable income, cause you to be:

- Wholly or partially ineligible for:
  - Child tax credits;
  - Educational credits/deductions;
- Subject to:
  - A phase-out of dependent exemptions;
  - A limitation on itemized deductions;
  - Alternative Minimum Tax (AMT), or a higher AMT;

then the Company will review your federal income tax return and reimburse the missing credit, deduction, or AMT adjustment to you.

You will be required to submit a copy of your federal tax return (as filed with the IRS) to the Relocation Office with an explanation of why you are requesting a review. The Company will not review federal tax returns more than two years old. Any reimbursement for which you may be eligible will be processed through payroll and tax allowance provided, if applicable. State and local taxes are NOT reviewed.



## Contacts

Relocation Policy Administration	
<p>Marathon Petroleum Company LP Employee Relocation Office — Room M-09-067 539 South Main Street Findlay, OH 45840 E-mail: <a href="mailto:relocation@marathonpetroleum.com">relocation@marathonpetroleum.com</a> Phone: (419) 421-3248</p>	<ul style="list-style-type: none"><li>• Receives notice of transfer from TA/HR and sends Relocation Packet to employee.</li><li>• Receives signed Employee Reimbursement Agreement form and authorizes TRC and Walker Transfer-Powell to contact employee.</li><li>• Replies to general questions and provides information about the Policy.</li></ul>
Relocation Management Company	
<p>TRC Global Mobility, Inc. 7270 S 13th Street #201 Oak Creek, WI 53154 Phone: (800) 783-5337</p>	<ul style="list-style-type: none"><li>• Contacts relocating employee within 1-2 business days after relocation authorization is received from MPC.</li><li>• Explains relocation package and discusses eligible benefits.</li><li>• Explains assistance for home sale and home purchase.</li><li>• Assists with home sale and purchase by registering realtors, notifying national lenders, processing equity advances, initiating title work, etc.</li><li>• Reviews and processes all relocation expenses.</li><li>• Sends summary report of approved relocation expenses to employee after year-end (typically sent at the end of January of the new year) to assist with tax filing.</li></ul>
Shipping of Household Goods	
<p>Walker Transfer-Powell, LLC 1520 Beech Street Kenova, WV 25530 Phone: (800) 338-7460 Fax: (304) 453-6150</p>	<ul style="list-style-type: none"><li>• Contacts relocating employee within 1-2 business days after relocation authorization is received from MPC.</li><li>• Explains assistance with shipping of household goods and personal effects.</li></ul>



