



## **NEXTERA ENERGY, INC.**

# **DOMESTIC RELOCATION GUIDEBOOK- TIER 1**

A step-by-step guide to your relocation policy and benefits

## TABLE OF CONTENTS

<b>INTRODUCTION</b> .....	<b>3</b>
Program Administration and Eligibility Requirements .....	3
Submit Your Signed Relocation Repayment Agreement .....	3
Expense Reimbursement Guidelines .....	3
Escalation Process .....	4
Data Privacy .....	4
Sarbanes-Oxley Act of 2002 .....	4
<b>BENEFIT SUMMARY</b> .....	<b>5</b>
<b>RELOCATION AND TRANSITION EXPENSES</b> .....	<b>6</b>
Home Finding Assistance .....	6
Travel to New Location: Final Move (Enroute Trip) .....	6
Return Trips .....	6
Temporary Living .....	6
Spouse Assistance .....	6
<b>RENTER’S BENEFITS</b> .....	<b>7</b>
Rental Assistance at Destination .....	7
Lease Cancellation .....	7
<b>HOMEOWNER BENEFITS: DEPARTURE</b> .....	<b>7</b>
Real Estate Agent Referral Program .....	7
Property Eligibility and Listing Requirements .....	8
Home Marketing Assistance .....	9
Home Sale Assistance: Buyer Value Option (BVO) .....	10
Obtaining an Equity Advance .....	10
Calculating Your Final Equity .....	11
Independent Sale Option: Reimbursement of Closing Costs .....	11
<b>HOMEOWNER BENEFITS: DESTINATION</b> .....	<b>12</b>
New Home Purchase Closing Costs .....	12
Mortgage Financing and Direct Billing .....	13
<b>MOVING YOUR HOUSEHOLD GOODS</b> .....	<b>13</b>
Discard and Donate Program .....	13
Scheduling Your Move .....	13
Household Goods Coverage .....	14
Insurance Coverage .....	14
Storing Your Household Goods .....	15
Self-Move Option .....	15
Shipping Your Automobile(s) .....	15
<b>TAXES AND TAX ASSISTANCE</b> .....	<b>16</b>
Federal and Applicable State .....	16
Social Security and Medicare .....	16
Relocation Expense Summary Report .....	16
Tax Summary Chart .....	17

## INTRODUCTION

Congratulations on your upcoming relocation with NextEra Energy, Inc. (“the Company”). We recognize the effort involved in moving to a new community and hope this transition brings you both personal and professional growth. Please take time to review this policy guidebook and familiarize yourself with your relocation benefits.

### Program Administration and Eligibility Requirements

The Company has partnered with Cartus to support your move. Cartus specializes in assisting corporations and their transferring employees with all aspects of the relocation process. Upon receiving notification of your move, a Cartus consultant will be assigned as your primary point of contact throughout the relocation.

#### Eligibility:

- You must be a current or newly hired employee offered this benefit for relocations within the United States.
- The distance between your current departure residence and your new work location must be at least fifty miles greater than the distance between the former residence and the former work location.
- Eligible benefits in this guidebook must be used within twelve months from your effective date of transfer or hire.
- Reimbursable expenses must be submitted to Cartus within ninety days of being incurred.
- Certain provisions of this guidebook also apply to eligible family members, which include your spouse and legal dependent children who currently and permanently reside with you in your departure residence and will relocate with you.
- If both you and another member of your household work for the Company and are relocating to new positions at the Company’s request, only one set of benefits will be provided.
- The Company reserves the right to modify the terms of this guidebook at its sole discretion, and all benefits cease upon termination of employment.

### Submit Your Signed Relocation Repayment Agreement

The Company makes a substantial investment when relocating an employee. Therefore, if you are terminated for cause or elect to voluntarily terminate your employment with the Company within the twenty-four months immediately following the effective date of your new job, you will be required to repay the Company for all relocation costs incurred (to include tax assistance).

You will have to sign and return a Relocation Repayment Agreement provided to you by the Company prior to receiving any benefits under this policy.

### Expense Reimbursement Guidelines

Cartus will process expense reimbursements within 7 to 10 business days, upon receiving your completed relocation expense form and supporting documentation (receipts). You must submit your reimbursement within 90 days of incurring the expense. Your consultant will explain the steps to guide you through this process.

Once submitted, you will be reimbursed for reasonable, necessary, and properly authorized expenses covered under this relocation policy. The Company reserves the right to decline reimbursement, in full or in part, for any expense it deems unreasonable or excessive. All expenses, unless otherwise specified, must be in accordance with the Company’s Travel and Expense Policy.

#### Important to remember:

- Use a personal credit card for relocation-related expenses.
- Retain and submit itemized receipts for all expenses more than \$75.

- Credit card statements cannot be used in lieu of receipts.
- Submit reimbursement requests within ninety days of incurring the expense.
- Keep business expenses separate and do not include in reimbursement requests through Cartus.

Register to submit expenses online at <https://online.cartus.com> or download CartusMobile for Android or iPhone. You will receive an ID and password to access the site from Cartus.

### Escalation Process

All relocation-related questions or concerns should be directed to your Cartus consultant. If necessary, they will collaborate with the designated Company representative to resolve any issues. Please note that all transactions administered by Cartus are conducted on behalf of the Company, and expenses are reimbursed to Cartus by the Company. To ensure fair and consistent application of the program, Cartus administers the program according to the Company's terms and conditions.

### Data Privacy

To enable Cartus to administer the benefits outlined in this guidebook, the Company provides certain employee information (i.e., salary, Social Security number, and tax information). By choosing to utilize the services described in this guidebook, you consent to such disclosure by the Company. Cartus is committed to ensuring its employees maintain the confidentiality of this personal information and use it strictly for the purposes set forth in this guidebook.

When you first log into CartusOnline to begin the relocation process, you will be required to "opt-in" and agree to allow Cartus to manage this personal information.

### Sarbanes-Oxley Act of 2002

This act prohibits companies with public stock or debt listed or traded in the United States from extending or arranging, directly or indirectly (including through a subsidiary), personal loans to directors or executive officers. As a result, neither the Company nor Cartus may loan funds for any reason to officers of the Company. Advances of amounts that are not repayable by the employee may be permitted but will be reviewed on a case-by-case basis.

## BENEFIT SUMMARY

This is a high-level description of your benefits. Detailed information will be provided later in this guidebook.

Program Provision	Summary Description	Current Homeowner	Current Renter
<b>Home Finding Assistance</b>	Payment of a \$2,500 lump sum for airfare/mileage, hotel, meals, and local transportation.	X	X
<b>Travel to New Location: Final Move</b>	Reimbursement of reasonable and actual enroute one-way expenses for you and your family to move to the new location, to include airfare/mileage, lodging, and meals.	X	X
<b>Return Trips</b>	Reimbursement for round-trip airfare for you to return to the departure location to manage personal matters, visit family, or assist eligible family members with their final enroute travel. Reimbursement for two additional round trips will be provided for relocation distances of five hundred miles or greater.	X	X
<b>Temporary Living</b>	Payment of a lump sum for lodging, meals, and rental car for up to sixty days. <ul style="list-style-type: none"> <li>\$5,000 for “out of season” (May – October)</li> <li>\$10,000 for “in season” (November – April)</li> </ul>	X	X
<b>Renter’s Benefits</b>	Reimbursement for up to two months’ rent for combination of: <ul style="list-style-type: none"> <li>Lease termination penalty charges</li> <li>Forfeiture of lease</li> </ul>		X
<b>Home Sale Benefits</b>	You may be eligible for both marketing assistance and one of the following home sale benefits on your primary residence: <u>Buyer Value Option “BVO”</u> - Cartus closes the transaction with your buyer and will pay your agent’s commission and all other normal and customary seller home sale expenses. <u>Independent Sale</u> - if BVO is not applicable, you may be eligible to receive reimbursement of normal and customary non-recurring seller home sale expenses. Tax Assistance will only be provided if home is ineligible for the BVO program.	X	
<b>Equity Advance</b>	If you have received a bona fide outside offer on your departure home via the BVO program, you may receive an equity advance up to 90% to assist with the purchase of your new home at destination.	X	
<b>Shipment &amp; Storage of Household Goods</b>	<ul style="list-style-type: none"> <li>Discard and Donate Program</li> <li>Household goods moved via van line; insured for full replacement value (exclusions apply), packing and partial unpacking</li> <li>Storage for up to sixty days</li> </ul> <b>OR</b> Payment of a \$1,000 lump sum to cover the costs associated with moving your goods on your own.	X	X
<b>Shipment of Automobile(s)</b>	Reimbursement for the shipment of up to two automobiles if the distance to the new location is five hundred miles or more.	X	X
<b>New Home Purchase Benefits</b>	Reimbursement of reasonable and customary home purchase closing cost expenses.	X	
<b>Spouse Assistance</b>	Professional re-employment assistance to support your relocating spouse with their job search and career transition.	X	X
<b>Tax Assistance</b>	Gross-up of specific non-deductible expenses for Federal and State taxes as outlined in the “Taxes and Tax Assistance” section of this guidebook.	X	X

## RELOCATION AND TRANSITION EXPENSES

### Home Finding Assistance

Before beginning the search for your new home in your new location, please contact your Cartus consultant. They will assist you in selecting a real estate agent who will support you with finding available homes in areas that meet as many of your criteria as possible and to ensure you are receiving maximum in-network benefits.

You will receive a one-time lump sum payment in the amount of \$2,500 to assist with home finding expenses such as travel, lodging, and meals. This payment is yours to use at your discretion to best suit the needs of you and your family. While you are not required to submit receipts to Cartus, it is recommended that you retain all relocation-related receipts for your personal and tax records.

### Travel to New Location: Final Move (Enroute Trip)

You will be reimbursed for one-way transportation for you and your eligible family members to travel to the new location via the most direct route. Covered expenses are as follows:

- One-way airfare via coach class if distance between your departure and destination locations is five hundred miles or more (seven-day advance purchase is required), or mileage for up to two vehicles at current business rate (using the most direct route calculation), tolls and parking
- Lodging for final night in the departure location
- Reasonable meals while enroute

### Return Trips

You will be reimbursed for one round-trip airfare or mileage at the current business rate to travel from the destination location back to your departure location to visit family, manage personal business, and/or to assist your family with their enroute travel. If the distance between your departure and destination locations is five hundred miles or more, you will be reimbursed for up to two additional round trips for either you or an eligible family member.

Flight(s) must be coach class airfares in total (seven-day advance ticket purchase is required) and may originate from either the departure location (for example, an eligible family member traveling to visit you at destination and then returning to the departure location), or the destination location (for example, you or an eligible family member traveling to the departure location and then returning to the destination location).

### Temporary Living

You will receive a one-time lump sum payment designed to cover up to sixty days of temporary living lodging accommodations, meals, and rental car expenses in the destination location.

The lump sum amount is determined as follows:

- \$5,000 for “out of season” (defined as May-October)
- \$10,000 for “in season” (defined as November-April)

### Spouse Assistance

Recognizing that many families depend upon dual incomes, the Company will provide professional employment assistance to your spouse. Contact your Cartus consultant for further information.

Services may include:

- Develop multi-faceted job search campaign
- Entrepreneurial assistance
- Career assessment and coaching

- Self-marketing materials
- Research on licensing and certification requirements
- Resume preparation and production
- Cover & reference letters preparation
- Access to state-of-the-art on-line career center
- Internet job search instruction/job postings
- Interview training
- Salary negotiations
- Community and labor market research
- Networking strategies
- Exploration of local educational opportunities
- Research and data compilation on potential employers, job fairs, employment agencies, and recruiters

## RENTER'S BENEFITS

**(Current renters only)**

### Rental Assistance at Destination

Your Cartus consultant will refer you to a local experienced real estate rental agent. This agent will collaborate with you to identify available properties (houses or apartments) based on your requested budget and preferences.

### Lease Cancellation

Upon confirmation of your relocation, it is important to discuss the termination of your current lease with your landlord as soon as possible. By planning, you may be able to avoid a lease-break penalty. You are expected to attempt to negotiate a settlement. If you cannot avoid a penalty or loss, the Company will assist, provided your name appears on the lease agreement and it is your primary residence.

You will be reimbursed for up to two months' rent equivalent for the combination of the following:

- Lease termination penalty charges
- Forfeiture of lease deposit

Necessary Documentation:

- Copy of the lease agreement
- Written termination notice you provided to your landlord
- Written release of responsibility from your landlord
- Proof of payments due to the lease cancellation

## HOMEOWNER BENEFITS: DEPARTURE

**(Current homeowners only)**

### Real Estate Agent Referral Program

**Please do NOT sign any broker listing agreements, sales agreements, or accept any monies associated with the sale or purchase of your departure or destination residences.**

To improve the quality of real estate agent selection and manage costs, the Company partners with Cartus through a "Broker/Real Estate Agent Referral" program. Your participation in this program in both the home selling and buying portions of your relocation is important. Complying with the guidelines will ensure you receive the full range of your relocation benefits.

Before contacting any agent, please inform your Cartus consultant of your preferred real estate agent. Your consultant will manage the registration process for this agent. If you do not have an agent in mind, your consultant will help you select a qualified agent at both the departure (home sale) and destination (home purchase).

Agents in the Cartus network have been specifically trained to effectively market your home and address needs that are unique to relocation. Using a real estate agent who is a friend or family member is considered a conflict of interest under this program.

**Your departure location real estate agent must be registered for your relocation through Cartus to participate in the Buyer Value Option (BVO) program.**

### Property Eligibility and Listing Requirements

Assistance is only available for your current primary residence, for which the title is in your name only or held jointly with your spouse. It is limited to occupied single-family dwellings, condominiums, or townhouses located within the United States. You are required to disclose the full condition of your property to Cartus, as well as to any potential buyers. Failure to disclose any defects or deficiencies could constitute misrepresentation, at a minimum, or more likely, fraud.

As part of the Buyer Value Option program, your Cartus consultant will initiate a title search to ensure it is marketable, transferable, and that the title is clear. If a title defect is uncovered, you will be notified of the corrective actions required. It is your responsibility to clear up any issues with title. Additionally, you will receive a package of legal documents that must be completed, signed, and notarized in accordance with the accompanying instructions and returned to the title company in anticipation of a sale closing and prior to the release of your equity.

#### Ineligible Properties:

- Homes valued above \$1 million
- Homes with unclear or unmarketable title
- Commercial or income-producing properties
- Multiple dwellings larger than a duplex
- Seasonal, secondary, or vacation homes
- Homes that do not meet minimum electrical, plumbing, or structural requirements, or with incomplete construction or septic systems, etc.
- Homes not in suitable condition to obtain standard financing
- Homes with land more than local standards or additional lots
- Homes with acreage that does not conform to the immediate area
- Farms or properties that are zoned for agriculture
- Uninsurable homes under Cartus' property and general insurance liability coverage for relocation homes
- Mobile homes
- Houseboats
- Vacant land
- Homes with severe marketability problems
- Zoning or easement disputes; Building code violations
- Cooperative apartments, depending on the rules of the co-op
- Toxic or hazardous materials and/or substances such as, but not limited to: Asbestos, Synthetic stucco (EIFS), Composite siding, Mold, Lead paint, Chinese Drywall, termites
- Condominiums, in which the complex they are located, not found to be in sound financial condition or for which standard financing cannot be obtained

Please see details in the Independent Sale section of this guidebook. In certain situations, a home ineligible for the Buyer Value Option (BVO) Program may qualify for Independent Sale reimbursement.

**Properties excluded from both home sale support options include but are not limited to:**

- Commercial or income-producing properties
- Seasonal, secondary, or vacation homes

**Homes with solar panels:**

If your property has solar panels, the home sale portion of your relocation (listing and title search) will be paused while it is determined if the solar panels are leased or owned (we will require the appropriate copy of the lease or purchase agreement from you). Once this review is complete, your Cartus consultant will be in the position to discuss next steps with you.

**Mandatory Listing Requirement:**

Once you have interviewed real estate agents and have narrowed your selection down to two, your Cartus consultant will ask both agents to complete a Broker Market Analysis (BMA). The BMAs will provide specific information about your home, along with suggestions for marketing.

Each agent will provide a recommended list price and anticipated sales price for your home. The reports will be reviewed by Cartus and shared with you to assist you with the agent selection process and determination of the list price.

**The listing price cannot exceed 105% of the average of the anticipated sale price from the two Broker Market Analyses ordered by Cartus.**

**Steps to list your home:**

- Contact your Cartus consultant to register your choice of agents.
- DO NOT SIGN a listing agreement until you have spoken with your Cartus consultant, and they have confirmed that your listing agent has been registered for your move.
- After your real estate agent has contacted you and developed your listing agreement, notify your consultant before you sign your listing agreement.
- Ensure your listing agreement notes a combined real estate agent commission at the local area's prevailing rate, but not to exceed 6%.
- Sign the listing agreement, but not for more than a ninety-day period.
- Finalize your home marketing strategy with your real estate agent and your Cartus consultant.
- Complete any needed repairs and improvements that will help you sell your home.
- Make sure your home is in top selling condition.

**Selling Your Home without an Agent:**

If you sell your home yourself and do not use a real estate agent, you are not entitled to the equivalent fee for the real estate commission.

## Home Marketing Assistance

It is your responsibility to stay actively involved in the home sale process. Your Cartus consultant will monitor the entire listing effort, including reviewing homes currently listed in your area and evaluating recently closed properties to ensure that a realistic pricing strategy is established. Your consultant may also make recommendations to adjust the price, terms, or conditions accordingly.

Marketing assistance also includes:

- Proactive marketing strategy calls
- Follow-up on buyer and real estate agent feedback, advertising, and open house events

## Home Sale Assistance: Buyer Value Option (BVO)

The BVO process is followed when you receive a third-party offer for your home. The BVO is referred to as the “market value sale” as the buyer essentially sets the market value for the property. This is the price at which Cartus will purchase the home from you.

You will not sign a contract with the buyer. Instead, Cartus will purchase the home from you at the negotiated sale price, less any concessions you have agreed to. You will be relieved of any further responsibility for the home based on the date that Cartus takes possession of the property. Cartus will then close the transaction with your buyer and will pay your agent’s commission and all other normal and customary seller home sale expenses. It will not affect you if the sale fails to close after the Cartus purchases the home from you.

### Important to remember:

- Your departure location real estate agent **MUST BE** registered for your relocation through Cartus to participate in the Buyer Value Option (BVO) program.
- **DO NOT SIGN** any sale agreements. Cartus must sign the sale agreement/contract of sale in lieu of you as the seller.
- **DO NOT SIGN** any documents associated with the buyer’s offer to purchase.
- **DO NOT ACCEPT** any monies from a potential buyer.
- If you sign any paperwork associated with the sale other than what you are directed to sign by Cartus or accept any monies, you will not be eligible for this home sale program or tax assistance through the Independent Sale option described later in this guidebook.

### The following process must be followed to be compliant with IRS guidelines:

- The agent will send the offer to Cartus.
- Your Cartus consultant will contact you to review the terms and conditions and will advise you of any items or terms which may not be in your best interest or may not be covered under this policy. Examples include: a contingent offer or a closing date more than sixty days.
- When you have approved the offer and terms of the sale, Cartus will sign the Contract of Sale with the buyer.
- Your consultant will prepare and forward you a Contract of Sale between you and Cartus that is based on the gross negotiated sales price.
- Review, sign, notarize, and return these documents to your Cartus consultant or closing agent, as instructed, at your earliest convenience.
- Cartus will purchase the home from you prior to selling the home to the buyer.
- You will not attend the closing. However, you do remain financially responsible for the property until the possession date (the later of the contract date with Cartus or the vacate date).
- Cartus will fund you the equity in your home.
- Cartus will assume responsibility for the costs of ownership (mortgage, interest, taxes, and utilities) as of the possession date.
- Cartus will complete the sale with the buyer.

Your Cartus consultant will guide you through this process and address any questions.

## Obtaining an Equity Advance

The equity advance is granted only for the purpose of purchasing a new residence in the destination location. Once you have received a secured bona fide outside offer via the BVO program, you will be eligible to receive an equity advance of up to a maximum payment of 90% of current equity based on the sales price.

You will be required to execute a promissory note (it must be signed by you and your spouse, as applicable) to receive the equity advance. Your Cartus consultant will process the advance and will

require a copy of your new home purchase agreement. These funds need to be repaid or be deducted from your final equity within ninety days. The following items or prorated amounts will be withheld from your equity advance payment (this list is not all-inclusive):

- Principal balance
- Mortgage interest calculated to the later of your vacate or contract date
- Any property taxes and homeowner association fees that are due, but not yet payable, calculated to the later of your vacate or contract date
- Any liens, judgments or other obligations that are due/pre-payment penalties
- Required repairs/buyer's closing costs/concessions

### Calculating Your Final Equity

Your final equity payment will be based on all items highlighted under the Obtaining an Equity Advance section of this policy guidebook, less any equity advance received. Your Cartus consultant will identify and supply the necessary documents required to contract with Cartus. Once you return these documents to Cartus and they have acquired your residence, Cartus will assume responsibility for all mortgage payments or pay-offs, utilities, and maintenance as of the date of possession. If your mortgage payment is made automatically, be sure to discontinue withdrawals.

### Vacating Your Home:

As part of the Contract of Sale with Cartus, you will need to specify when you will vacate your home. You need to give Cartus at least one week's notice of the date you plan to vacate. You remain financially responsible for your home until the date of possession. Possession is defined as the date you contract with Cartus or vacate the property, whichever is later.

Your Cartus consultant will provide you with instructions on where to leave your house keys, garage door opener transmitters, and appliance and system manuals. When you vacate your home, you must leave it in good structural condition. It must be "broom-clean" and move-in ready for your buyer. "Broom clean" includes, but is not limited to, the interior of the home, the garage, basement, and yard. All trash and debris must be removed, including paint cans.

### Independent Sale Option: Reimbursement of Closing Costs

The Company does not encourage you to sell your home independent of the Buyer Value Option Home Sale Assistance program when available to you. If your primary home is ineligible for the BVO program, however, you will be reimbursed normal and customary non-recurring seller closing costs associated with its sale, up to a maximum of \$50,000. You will be eligible for reimbursement once you have closed escrow on your departure home. To receive your reimbursement, submit a signed copy of the settlement statement after closing and a completed relocation expense report to Cartus.

Eligible Expenses are as follows:

- Real estate commission at the local area's prevailing rate but not to exceed 6%
- Reasonable and customary cost of closing agent/closing attorney's fees
- Documentary tax stamps/fees for document preparation/Notary Fees
- Title search and title insurance (only if it is required that the premium be paid by the seller; normally there is a 50/50 split between buyer and seller)
- Termite inspection (if required)/seller-required inspections

Ineligible Expenses:

- Points/mortgage pre-payment penalties
- Real estate agent's transaction handling fees other than the broker market-based commission
- Fees for additional personal legal and/or tax counsel
- Buyer closing costs or other incentives

## HOMEOWNER BENEFITS: DESTINATION

**(Current homeowners only)**

### New Home Purchase Closing Costs

The Company will reimburse non-recurring normal, and customary buyer's closing costs in connection with the purchase of your new home, up to a total maximum of \$10,000. Second mortgage closing costs are not covered. The following criteria must be met for reimbursement:

- You were a homeowner in the departure location
- The new home is in the new work location
- The new home closing must occur within twelve months of your effective date of transfer/hire

Eligible Expenses:

- Required closing fees including (but not limited to) application, commitment and/or processing fees, underwriting, appraisal, credit report, flood determination, tax monitoring, survey, recording fees
- Costs linked to the title including (but not limited to) search, settlement agent fee, lender's title insurance, insurance binder
- Legal/Attorney fees, transfer tax
- Inspections up to a total of \$1,000

Ineligible Expenses:

- Prepaid property tax, insurance, or mortgage interest
- Points
- Costs normally charged to the seller
- Home Warranties
- Owner's Title insurance
- Soil reports (geological surveys) except where state-mandated
- Private Mortgage Insurance (PMI)
- Improvement assessments by State, City or County authorities
- Attorney fees not directly related to the closing
- Repairs, remediation, and/or improvements
- Mansion Tax
- Homeowner or Condominium Association costs

The reimbursement of closing costs associated with New Home Purchase is considered taxable and will be reported as such. Tax assistance will be provided for non-deductible costs.

#### **Building a Home:**

Should you elect to build a home in the new location, you are eligible for only those benefits defined in this program. The selection of new construction over purchasing an existing home is a matter of personal choice and as such the Company will not extend any additional benefits. It is your responsibility to locate financially suitable housing and storage beyond the periods noted within this policy guidebook.

Additionally, the Company will cover only one set of closing costs. Should you elect to build a home and obtain financing in the form of a construction loan, the Company will not reimburse for the closing on the initial loan and the permanent financing. All eligible closing costs must be incurred within twelve months of your effective date of hire/transfer as previously noted.

## Mortgage Financing and Direct Billing

As an added benefit to the relocation program, Cartus can connect you with certain national mortgage lenders, to aid in obtaining financing for your new home. Their national mortgage programs offer competitive interest rates and a variety of programs. In addition, you will be able to pre-qualify prior to your home finding plans.

Using the services of a preferred lender offers advantages including familiarity with the Company's relocation policy and a simplified mortgage loan pre-approval process. By utilizing a preferred lender, all allowable closing costs (up to policy maximum) for your new home purchase will be direct billed to the Company via Cartus. This benefit will eliminate the need for you to pay the closing costs out of pocket and then seek reimbursement.

Should you elect to secure financing with another lender, you will be eligible for the reimbursement of all allowable closing costs through Cartus following the closing by submitting an expense report request along with your home closing documentation. Closing costs will not be advanced by the Company above those noted in the Equity Advance section of this guidebook.

**Officers of the company and/or employees impacted by Sarbanes Oxley are not eligible for the direct billing of closing costs. Such expenses should be submitted to Cartus for reimbursement following the closing of escrow on your new home.**

## MOVING YOUR HOUSEHOLD GOODS

### Discard and Donate Program

This program is available in conjunction with a van line carrier shipment through Cartus. An organizer can assist you with identifying household items that are no longer wanted or needed prior to your shipment.

Arrangements will be made to have those items donated or discarded, as appropriate. You will receive donation receipts for any items given to charity. This service will reduce the size and weight of the household goods move, minimizing the environmental footprint and cost of your shipment.

### Scheduling Your Move

A crucial part of your move is to get your belongings safely, swiftly, and conveniently shipped to your new home. Cartus will select a carrier for your move who is qualified and has a record of superior service. Cartus will also track the shipment from packing and loading through delivery to make sure it is handled properly.

Shipment of goods may not occur any sooner than thirty days prior to your effective start date with the Company. You should contact your Cartus consultant as early as possible to establish a preliminary schedule as household goods shipments can take up to three weeks to book. Once a van line has been selected, a representative will contact you to arrange a pre-move survey. The van line representative will be your point of contact for scheduling of packing, moving, and delivery of your household goods.

### Shipping Delivery Dates:

The van line representative will provide confirmation of shipment dates. The range of dates for your delivery is known as the "delivery spread." You or your designated representative must be present during the packing and loading, and to accept your shipment on all dates during the delivery spread. It is recommended that you avoid travel and any real estate closings on your loading and unloading dates.

### **Company Approved Moving Days:**

You are allowed up to three days off from work to move your household goods. The days off should be pre-approved and recorded on your time sheet as (09)-Absences Other Paid. All moves should be scheduled for Monday through Friday. Please note that no additional airfare is provided beyond the airfare covered in the Final Move benefit.

### **Household Goods Coverage**

The Company will pay the cost of moving typical household goods and personal effects from your current primary residence to your new home, which includes packing, transporting, and unpacking your goods.

### **Additional Services:**

As part of the movement of your household goods there may be additional services needed such as crating of flat-screen televisions, exercise equipment, glass tabletops, etc. These costs will be covered by the Company up to a total cost of \$1,000.

In addition to shipping normal household goods, the costs associated with disconnecting and reconnecting typical major appliances are covered (washer, dryer, icemaker, etc.). No costs will be paid to run additional electrical or fuel lines to make hook-ups possible, or to convert to/from gas/electric. During the pre-move survey, your van line representative should assist you in arranging for servicing at both the departure and destination locations.

### **Excluded Items:**

There are normal restrictions on moving items that are not suited to furniture van transport, or which require special handling. The Company will not assume expense or liability associated with:

- Transportation of livestock, bricks/pavers, stone, firewood, lumber, outdoor buildings, outdoor water fountains/sculptures, playhouses, swing sets, boats, campers, taxidermy, permanent fixtures, animal enclosures/pens, hot tubs, pools
- Recreational vehicles, utility trailers, farm machinery, snowmobiles, motorcycles, boats exceeding fourteen feet (including trailer), airplanes, or similar items
- Valuables such as jewelry, currency, furs, art, dissertations or publishable papers, and other collectibles or items of extraordinary value
- Shipment of hazardous materials such as explosives, chemicals, flammable materials, firearms, garden chemicals
- Shipment of plants, food, wine collections, or other perishables
- Disassembly/dismantling, and/or installation/reassembly of pool tables, gym sets/equipment, chandeliers/lighting fixtures, statues, carpet, wall shelving, window treatments, drapery rods, radio/ television antennas, satellite dishes and associated cables, or similar items
- Servicing/tuning of grandfather clocks, pianos, or organs after shipment
- Overtime charges for the van line (weekends and evening hours)
- Moving van waiting time, extra pickups, or deliveries
- Inventory/goods related to a secondary business
- Crating/additional services exceeding a total of \$1,000; additional TV armor packs above two

This list is not all inclusive. Check with your Cartus consultant for further details or questions.

### **Insurance Coverage**

Insurance at full replacement value is provided for your personal property, including high value items, while in transit and in carrier-managed storage. You will not be required to complete a detailed value inventory; however, you are required to complete a Declaration of High Value Item list.

High Value Items are defined as, but not limited to:

- Furniture and antique furniture with replacement values over \$10,000
- Electronics, appliances, mattress sets, objects or art, paintings, antiques, grandfather and other specialty clocks, carpets, china, crystal, and silver with replacement values over \$5,000
- Clothing, accessories, luggage, camera equipment, computers and related equipment, tools/shop equipment, musical instruments, collections of CDs, DVDs, albums and other like goods, or items of unusual value with replacement values over \$2,500
- The total of your high value items will be added to the base Program minimum valuation requirements

Insurance Policy Exclusions include, but are not limited to:

- Currency, stocks, deeds, portfolios, or other personal documents
- Jewelry
- Coins, stamps, sports cards and sports memorabilia, or other collections
- Damage caused by insects, moths, vermin, or inherent vice
- Damage due to changes in climactic conditions including humidity or temperature extremes (i.e., cracking and warping)
- Wrinkled or soiled clothing
- Spoilage or leakage of wine or other alcoholic beverages
- Shipments stored in self-storage units versus professional movers' warehouses

Delivery into self-storage constitutes final delivery and only exceptions taken at delivery into the warehouse will be honored. These items must be inspected prior to moving to the permanent residence.

#### **Reporting an Insurance Claim:**

In the event of damage, a claim must be reported to your Cartus consultant within one hundred days of delivery. The settlement of individual items that may be damaged will be based on the lesser of either the cost to repair the item to pre-move condition or its actual replacement cost. There is no consideration for a decrease in value due to depreciation of an item, excluding automobiles. Shipped automobiles will be insured at book value.

### **Storing Your Household Goods**

If you are not able to move your household goods directly to your new residence, temporary storage will be arranged through the carrier for a maximum of sixty days. Removal of your household goods from storage will be covered one time only. If a partial shipment is made, you will be responsible for all expenses associated with additional shipments.

### **Self-Move Option**

If you prefer to manage the moving of your own household goods, you may request a lump sum option in lieu of using a professional mover. Through this option, you will receive a one-time lump sum payment in the amount of \$1,000 to cover moving expenses.

### **Shipping Your Automobile(s)**

You are expected to drive your automobile(s) if the distance between your departure and destination location is under five hundred miles. In such case, you will be reimbursed mileage at current business rates for up to two automobiles. If the distance between these locations is five hundred miles or more, the Company will pay for the shipment (open carrier) of up to two automobiles in lieu of mileage.

Automobiles must have a title and current registration. One boat or motorcycle may be substituted for one automobile if it does not result in additional cost to the Company. You will be responsible for

any additional cost. If the boat is less than fourteen feet (including the trailer), it may be shipped in the truck with the household goods. If the boat is fourteen feet or greater (including the trailer), it cannot be shipped in the truck with the household goods and must be shipped via a flatbed trailer. The Company will not assume any liability for classic or vintage automobiles, which must be moved or stored solely at the owner's expense. Vehicles that are not in good working order will not be shipped.

## **TAXES AND TAX ASSISTANCE**

***PLEASE READ THIS SECTION IN ITS ENTIRETY- IT WILL AFFECT YOUR TAKE HOME PAY THROUGHOUT THE RELOCATION PROCESS.***

Taxable relocation benefits, either paid to you or paid to others on your behalf, will be added to your taxable income, and reflected on your pay stub as "Imputed Income."

### **Federal and Applicable State**

For tax assisted relocation benefits, the Company will make an additional taxable payment to help offset the amount of federal income taxes due on the relocation benefit. This amount is called a "gross-up payment." The gross-up is intended to cover a portion of the additional income taxes on the relocation benefit and the gross-up payment itself but does not cover any other payroll taxes which may be due on those payments. The gross-up will be calculated based on your projected employment earnings and relocation benefits from the Company. The calculation will be based on the current Federal supplemental rate and the applicable State supplemental rate.

### **Social Security and Medicare**

Social Security and Medicare taxes will be due on both the relocation benefit and the gross-up payment. Social Security and Medicare taxes will not receive tax gross up and will have taxes withheld from reimbursements processed by Cartus.

### **Relocation Expense Summary Report**

You will receive a relocation expense summary report at year-end from Cartus. The report sets forth the amount and types of relocation benefits you have received and instructions to help you comply with the tax reporting requirements related to your relocation benefits. You are encouraged to consult with your personal tax advisor on any tax questions related to relocation benefits. Your Cartus Consultant cannot advise you on tax issues. The chart that follows shows you which of the Company's relocation benefits are reportable as earnings, will be subject to tax, and which benefits will receive tax assistance.

The Company does not assume responsibility for specific guidance in the matter of filing individual tax returns, this remains your responsibility. Please consult with your tax advisor.

## Tax Summary Chart

The following chart shows what expenses are considered taxable income and those for which The Company will provide tax assistance.

<b>PROVISION</b>	<b>ADDED TO FORM W2</b>	<b>TAXABLE INCOME</b>	<b>TAX ASSISTANCE *SEE NOTE 1</b>
<b>Home Finding Assistance</b>	Yes	Yes	Yes
<b>Home Sale Assistance- Buyer Value Option</b>	No	No	N/A
<b>Independent Sale- Closing Cost Reimbursement</b>	Yes	Yes	*See Note 2
<b>Lease Cancellation/Renter's Assistance</b>	Yes	Yes	Yes
<b>New Home Purchase Closing Costs</b>	Yes	Yes	*See Note 3
<b>Return Trips</b>	Yes	Yes	Yes
<b>Self-move of Household Goods</b>	Yes	Yes	Yes
<b>Shipment of Automobiles</b>	Yes	Yes	Yes
<b>Shipment of Household Goods</b>	Yes	Yes	Yes
<b>Spouse Assistance</b>	Yes	Yes	Yes
<b>Storage of Household Goods</b>	Yes	Yes	Yes
<b>Temporary Living</b>	Yes	Yes	Yes
<b>Travel to New Location: Final Move</b>	Yes	Yes	Yes

*\*Note 1 – Tax assistance provided for any expenses is for Federal and State only. Tax gross up on Medicare and FICA will only apply to household goods, new home purchase costs, and rental tours when invoiced to Cartus directly.*

*\* Note 2 – Tax assistance is provided only in situations where the employee's home is ineligible for the Buyer Value Option home sale assistance program.*

*\* Note 3 – Tax assistance is provided for any non-deductible, eligible expense. Mortgage interest and/or property taxes may or may not be deductible depending on your individual facts and circumstances.*

Tax Assistance calculations will be based on the current Federal supplemental rate and the applicable State supplemental rate only. Social Security and Medicare taxes will be deducted from Cartus reimbursements and are not subject to tax assistance.

The above chart/taxability of relocation expenses is based on current income tax laws and is subject to change.