

US Domestic Relocation Policy: Benefits at a Glance

Managers and Below (Exempt L2-3) Policy

Effective Date: August 1, 2016

Below are the highlights of the relocation benefits available. For additional information and details, please refer to the full Relocation Policy. Please note if you resign from, or are terminated for cause by the Company within a period of 24 months after your relocation date, you will be required to refund the Company expenses incurred as a result of your relocation/transfer. For additional questions or FAQ's please visit <https://www.firstdatabenefits.us/financial-benefits/relocation-services/>

Policy Component	Description
Miscellaneous Allowance	<ul style="list-style-type: none"> ▪ The Company will provide a \$5,000 Miscellaneous Allowance to assist with home finding and temporary living, as well as relocation expenses not provided elsewhere in the policy. ▪ This payment will be tax assisted (grossed-up) so that you receive a net after-tax payment of \$5,000. Payment will be made by AIReS upon receipt of the signed Repayment Agreement.
Home Finding Assistance for Homeowners	<ul style="list-style-type: none"> ▪ Your AIReS Program Manager will assist you with: <ul style="list-style-type: none"> – Selecting a qualified agent – Understanding purchase guidelines, negotiations and contracts
Home Marketing Assistance	<ul style="list-style-type: none"> ▪ AIReS will place a referral to have 2 local real estate agents inspect your home, research the current local real estate market, and complete Broker Market Analyses (BMAs). ▪ Both agents will set an appointment directly with you, and present the BMAs to you; armed with this information, you can select the broker of your choice, set a reasonable list price and develop a marketing strategy with your broker to sell your home.
Movement of Household Goods	<ul style="list-style-type: none"> ▪ The Company will cover self-haul expenses using U-Haul or a professional van line service up to a maximum of \$10,000. ▪ The use of U-Haul as your shipment choice will result in a direct billing to AIReS by U-Haul. <ul style="list-style-type: none"> – Gasoline reimbursement is included under this benefit cap ▪ If you select professional van line service, AIReS will select and coordinate the movement of your household goods with the van line. This benefit includes: <ul style="list-style-type: none"> – Packing, loading, transportation, unloading, and partial unpacking. Normal servicing of transported appliances is included
Final Trip to the Destination Location	<ul style="list-style-type: none"> ▪ The Company will reimburse en route expenses from the departure location to the destination location incurred by you and your family members. ▪ Reimbursable expenses include: <ul style="list-style-type: none"> – Airfare Travel 500 Miles or More (employees should purchase airfare at least 14 days in advance unless required to travel on shorter notice) – Transportation to terminal and baggage fees – Lodging – Meals (reimbursement of actual costs up to \$30 per day per family member while you are traveling) – Mileage of two personal vehicles based on direct distance using Google maps or Rand McNally calculations – Parking and tolls ▪ The Company expects you to travel a minimum of 500 miles per day by the most direct route.
Tax Liability Assistance	<ul style="list-style-type: none"> ▪ Unless otherwise indicated in this policy, the Company will pay the <u>estimated</u> federal, state, local and FICA tax liability (gross-up) that arises from the taxable—but generally not deductible—portion of Company-reimbursed expenses associated with a Company-requested relocation.