



## **AMERICAN AIRLINES AND US AIRWAYS MERGER RELOCATION POLICY FOR LUS MAINTENANCE CONTROL TECHNICIANS**

### **INTRODUCTION**

You have been asked to relocate as part of the merger between American Airlines (AA) and US Airways (US). To assist you with your relocation, we have contracted with Bristol Global Mobility (Bristol), a nationwide relocation company. Bristol's Mobility Advisors are experts in corporate relocation. Your assigned Mobility Advisor (Advisor) will serve as your single point of contact and can coordinate your relocation needs.

Please read this policy carefully. If you have questions, please contact Bristol at 602-952-0355 in Phoenix or toll free at 888-371-4236 and your Advisor will be available to assist you.

### **ELIGIBILITY FOR RELOCATION ASSISTANCE OR REIMBURSEMENT OF EXPENSES**

This policy applies only to those MOC employees who are covered by the Letter of Agreement dated December 3, 2014 between the Company and the IAM.

Your relocation must be completed and all costs must be incurred and submitted within one year of the date you begin working in your new location (your "transfer date") in order to be reimbursable under this policy. Exceptions to this requirement may be granted in the event you encounter unusual circumstances, provided you request an extension within the one-year period described above. Requests for extensions should be submitted in writing to the Relocation Administrator, Erin Wilcoxson, [erin.wilcoxson@aa.com](mailto:erin.wilcoxson@aa.com), who will forward the requests for executive review and consideration. If your request is granted, you will be given an additional period to complete your relocation. Be sure to consult your personal tax advisor regarding the taxability of reimbursements received for costs incurred beyond the one-year period, as these reimbursements may result in taxable income to you.

### **PROCEDURES TO BEGIN THE RELOCATION PROCESS**

Your new Division Head and the Company's Vice President - Human Resources must approve participation in this relocation program prior to any expenditures related to the relocation being incurred. The process for approval is as follows:

- The Company will extend a verbal offer.
- The Company will provide a written offer letter, which will specify the relocation benefits available, along with the appropriate relocation documents (i.e., Relocation Commitment Letter and Order Form).
- You must execute a Relocation Commitment Letter acknowledging understanding of the terms under which you will receive relocation benefits, and you must return the executed document to the Recruitment Department.
- You must also complete an Order Form and return it to the Recruitment Department.
- The Relocation Administrator will obtain signatures from the Vice President - Human Resources and the appropriate Division Head and forward to Bristol.
- An Advisor will contact you within 2 business days of receipt of the Commitment Letter and Order Form.

## **RELOCATION SERVICES OFFERED**

The following relocation services and expense reimbursements are offered under this policy (each described in more detail in subsequent sections):

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- Home Marketing Assistance Program (page 3)
- Home Sale Eligibility (page 3)
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The relocation services and expense reimbursements described in this policy are provided to eligible employees. If, however, two eligible employees are married or are registered domestic partners, then the relocation services and expense reimbursements will be limited to only one spouse or one registered domestic partner. If you have been asked to relocate, but that request has not been made of your spouse or registered domestic partner, please discuss the issue with your HR Manager to determine any options.

## **RELOCATION EXPENSE ALLOWANCE**

The Company recognizes that you may incur miscellaneous expenses (not otherwise covered in this policy) as a result of your relocation, such as automobile registrations, security deposits, non-refundable club memberships, telephone installations, boarding of pets. To help offset these expenses, the Company will provide you a Relocation Expense Allowance of \$3,000, less applicable taxes.

## **HOME MARKETING ASSISTANCE PROGRAM**

The goal of the Home Marketing Assistance Program is to obtain the highest price from the sale of your primary residence in a timeframe consistent with your relocation needs. Your Advisor will help you identify and choose an experienced real estate agent in your area; arrange to have 2 market analyses completed on your home by industry experts; develop an aggressive marketing strategy; provide advice

on offers received from potential buyers; monitor the marketing, listing and sale of your home, and act as your advocate, from the beginning of the process until closing. Please call your assigned Advisor to review the program guidelines before contacting or making commitments to any real estate agent. Bristol will provide you with a list of qualified real estate companies or agents in your area. Any fees paid to a broker over and above the negotiated discount rate will require prior approval of the Vice President - Human Resources.

## **HOME SALE ELIGIBILITY**

To be eligible for the Buyer Value Option (BVO) program, you must be selling your primary residence in order to purchase or rent a home within reasonable commuting distance of your new work location; the residence you are selling must be a single family or two-family residence; no part of the home you are selling may have been used as income property (including as a business, farm or investment property); title to the home you are selling must be in your name or that of your spouse/registered domestic partner or other legal dependent. Homes for which the estimated sales price exceeds \$200,000 will require pre-approval from the Vice President - Human Resources prior to acceptance in the BVO program. If, upon receipt of the market analysis, the estimated sale price of your home exceeds \$200,000, you must notify your Advisor.

## **BUYER VALUE OPTION PROGRAM**

The Company will aid in the sale of your primary residence by paying Bristol the lesser of \$20,000 or up to 12% of your home sale price if you participate in Bristol's Buyer Value Option (BVO) Program. To ensure that qualified corporate relocation real estate professionals are used and to defray administration costs to the Company, it is important to comply with all guidelines for this program. When the sale of the property is accomplished through the BVO program, these costs are non-reportable to the IRS, and there will be no taxable income incurred by the employee. For you to qualify and receive the full benefit of this program, it is important that you follow the guidelines of this program.

The Company understands that getting the best price for your property is vital to a successful relocation. As such, selection of a knowledgeable and competent real estate sales agent is very important. Your Advisor will refer 2 preferred real estate companies (brokers) and agents available in your community who specialize in relocation. These brokers and agents have been specially trained to aggressively market your property and address issues that are unique to relocation. In addition to providing qualified real estate professionals in your area, use of one of these agents may relieve you of any pressure you may feel to use the services of a friend, relative or acquaintance in the real estate field. It is the Company's policy that an employee's immediate family member, or other relative, may NOT benefit or receive payment for the listing and selling of an employee's home or property.

### **When you use the Buyer Value Option (BVO) program:**

- You will sign a Contract of Sale with Bristol which will guarantee the full negotiated sales price less any seller concessions, buyer required repairs, and costs associated with repairing defects in title.
- You do not have to be present at the closing.
- The seller's real estate commission and all customary closing costs are paid by Bristol.
- You are responsible for all costs of maintaining your property, including mortgage payments, insurance, taxes, HOA fees, utilities, and yard and snow maintenance up until the date of acceptance of the Bristol Contract of Sale.

No tax gross up will be required on those closing costs covered by the Company, and any tax liability to the employee will be eliminated. Your listing agreement must include the Broker Exclusion & Non-Performance Clause, which will be provided to your broker by your Advisor. You will sign the listing

agreement and the exclusion clause. If your broker or agent has any questions regarding the exclusion and non-performance clause, please contact your Advisor before signing the listing agreement. This clause must be included in any listing agreement to protect you from having to pay a broker's commission once you have found a qualified buyer for your property and complete the sale through the BVO program with Bristol.

### **Offer Negotiation - BVO**

When you receive an offer, you must immediately contact Bristol for review of the contract and negotiation assistance including final terms and conditions. You may verbally accept the offer price, however, **DO NOT SIGN OR INITIAL THE PURCHASE AGREEMENT** or any addendums. During the review process, your Advisor will identify any items that may not be in your best interest or may not be reimbursable under the Company relocation program.

Do not accept any earnest money or sign any contract offers. Bristol will execute the offer once all terms have been verbally agreed to, in order to allow for a tax-protected event.

In order to achieve a tax-protected event in relation to your home sale transaction, Bristol must sign the contract, take over the sale, and sign a new listing agreement with the broker, including any and all purchase contract documents to complete the sale.

The Advisor will stay involved throughout the negotiation process until an acceptable offer is received, all appropriate documentation is submitted, and buyer qualifications are obtained. The sales price and conditions for the sale of the property are subject to approval by Bristol. The sale must close within 60 days and must not have any unusual contingencies, such as the sale of another property.

Once the buyer has completed inspections and the required repairs have been negotiated and completed, the Advisor will forward a Contract of Sale to you to be signed by all parties listed in the title. The Contract of Sale with Bristol is subject to completion of repairs required as a result of the inspection process, as well as clear and marketable title. The Contract of Sale must be returned within 48 hours or the offer may expire.

The Company will not pay for any buyer's closing costs, repairs, decorating allowances, homeowner warranties, or any other incentives you may have negotiated to attract the buyer. Such expenses will be deducted to create a "net" sales price.

You may retain possession of the residence through the date of closing with the buyer. During this period it is your responsibility to cooperate fully with Bristol to allow for access to the property by the buyer for inspections, appraisals, and surveys, as well as continue to be responsible for costs of utilities, maintenance, repairs, and general upkeep.

### **Closing the Sale and Equity Disbursement - BVO**

After acceptance of the Bristol Contract of Sale, Bristol will assume responsibility for all mortgage payments, utilities, and maintenance as of the date of possession. Possession is defined as the day you contract or vacate, whichever is later. All expenses will remain your responsibility prior to the possession date. Your Advisor will identify forms required for formal acceptance of the offer.

**The current equity in your property is defined by the Contract Sales Price less the following:**

**The current equity in your property is defined by the Contract Sales Price less the following:**

- The unpaid balances of all mortgages
- The amounts of all liens and encumbrances, if any, which can be satisfied by the payment of money
- The full amount of any special assessments, whether or not a lien on the property exists
- The cost of any repairs or services agreed with the outside buyer of your property
- Prorated interest on all mortgages
- Prorated real estate taxes based on actual taxes, the last available tax bill, or most recent valuation according to local custom
- Water, sewer, utility, fuel oil, and similar charges incurred up to prorate date
- Any other items customarily prorated in the property location including, but not limited to, the amount of any fees, dues, or assessments for condominium or homeowner's associations

Current equity is calculated by prorating the expenses listed above through the later of the closing date with the outside buyers or your vacate date. The equity will be processed once Bristol has received a clear title search, a fully executed deed package, and the fully executed BVO offer package.

Once current equity is calculated, if the indebtedness in selling the property exceeds the negotiated sales price, resulting in a "negative equity" situation, this amount must be paid in full prior to Bristol taking over the responsibility for the property. The Company is not responsible for negative equity payments. The final equity (if applicable) due from the sale of your property will be paid after the property is sold to Bristol and when the property has been vacated.

Your Advisor will arrange to have the funds sent by check or wire and made payable to all parties listed on the title. Once the sale has "closed" between you and Bristol and the property is vacated, Bristol will begin paying the mortgage, taxes, homeowner's association dues, maintenance, utilities, and insurance through their multi-risk policy on your property.

### **HOUSE HUNTING TRIP (Purchase or Rent/Lease)**

Under this policy, you and your spouse/partner will be reimbursed for home finding trip expenses, not to exceed \$900, to your new community to search for a new residence. Reimbursable expenses, supported by receipts, should be submitted using the Relocation Expense Report; expenses will be reimbursed up to the \$900 maximum allowance. Please see the Relocation Expense Reimbursement Appendix for additional guidelines.

Note: Employees should not purchase any additional insurance coverage from automobile rental agencies in the United States. The company has liability insurance for third parties and will self-insure property damage to any rented or leased vehicle. Insurance should be purchased when renting or leasing automobiles outside the United States, to include all international locations.

### **HOME FINDING ASSISTANCE (Purchase Only)**

Home Finding Assistance is available to help you locate a home to purchase in your new community. Your Advisor will help you evaluate your housing and community needs, understand your relocation benefits, interpret mortgage pre-qualification requirements, and answer a broad range of other relocation questions you may have. Your Advisor will also recommend one or more qualified real estate brokers in your new community, and once you have identified a potential new home, assist you in negotiating purchase terms, reviewing your purchase contract and closing statements, arranging for

necessary inspections and pre-purchase appraisals, and the closing of the property. Please contact your Advisor prior to scheduling a home finding trip.

## **HOME PURCHASE ASSISTANCE**

You are eligible for Home Purchase Assistance if you purchase a primary residence within 1 year of your transfer date and within a reasonable commute of your new work location. You will be reimbursed for reasonable expenses (consistent with local law or custom) incurred in the purchase of your new primary residence as follows:

- Loan origination fees, when required to obtain a mortgage, up to a maximum of 1% of the mortgage amount. Discount points are not eligible for reimbursement.
- Other buying expenses, such as the lender appraisal, credit report, inspections and surveys (when required by law, custom, or mortgagee), escrow fee (excluding insurance deposit), mortgagee's title policy, abstract, title guaranty or owner's title policy, recording of mortgage and deed, state mortgage tax, and attorney fees (consistent with local requirements but not to exceed \$500). Program covers most non-recurring costs charged by the lender.
- Full or prorated hazard insurance, private mortgage insurance, discount points, property taxes, interest charges, and home warranties are not reimbursable.
- The total of all reasonable expenses (including those listed in the preceding bullet points) will be paid up to the lesser of 2% of the mortgage amount or \$5,000.

## **MORTGAGE SERVICES**

Bristol has engaged the services of Bristol Home Lending and Wells Fargo to offer a full range of mortgage products and services. These national companies offer market-competitive rates and fees. As an added benefit, costs and fees on mortgages obtained through these companies on your new primary residence can be direct billed to Bristol, making a separate reimbursement application unnecessary. However, you are not obligated to use these lenders, and if you choose not to, simply submit documentation of your closing costs to Bristol for reimbursement. Please contact your Advisor for additional information, including names and phone numbers for lenders.

**Should you have any questions concerning the mortgage assistance program, please contact Bristol.**

## **TEMPORARY LIVING ASSISTANCE**

If you are purchasing or leasing a residence in your new location and if you must report to work before you can move into your new residence, the Company will pay for reasonable temporary lodging for up to 1 month at a cost not to exceed \$3,600 per month. You must stay in corporate approved accommodations for the duration of your temporary living requirements.

Corporate approved accommodations offer many amenities, often including kitchens, washers/dryers, utilities, and health/sport facilities. All temporary living accommodations must be coordinated through your Advisor.

## **HOUSING ALLOWANCE**

Instead of utilizing Temporary Living Assistance, you may elect to submit for a housing allowance of \$1,200 per month for 3 months. Should you secure permanent housing before the end of the 3 month period, you may access the remaining housing allowance by submitting receipts for home purchase or home furnishing expenses.

## **LEASE CANCELLATION POLICY**

If you rented your primary residence at your previous location, you will be eligible for reimbursement of lease cancellation fees (up to a maximum of 3 months of rent). Bristol can assist you in analyzing any lease-job transfer cancellation clause that may exist in your lease contract. To obtain reimbursement, you must attach the following documents to the relocation reimbursement form you submit to Bristol:

- Copy of original lease
- Copy of the letter notifying the landlord of the intention to terminate the lease
- Copy of the cancelled check for payment of the cancellation charge
- Approval letter from landlord releasing you from the obligation

The Company will not reimburse penalties or expenses incurred as a result of the following: forfeiture of deposit for damages or other causes, failure to provide the landlord with appropriate notice of intent to vacate, damage, repair, or vacating condition requirements.

## **RENTAL/LEASE ASSISTANCE**

If you intend to rent in your new location, Bristol can provide Rental Assistance. Your Advisor can help you assess your family needs, orient you to your new community, and help you locate rental property within your budget. Based on these assessments, your Advisor can pre-screen rental properties to facilitate your home search. If needed, an escorted tour of your new location can be arranged, the cost

When negotiating a new lease, you should include a transfer clause, as set forth below to avoid any future lease penalty should another relocation occur at a later date:

It is understood that the Lessee is subject to transfer by his or her employer. Accordingly, it is agreed that in the event of Lessee's transfer at any time prior to the date on which the last monthly rental payment under this Lease becomes due, Lessor will release Lessee of and from all further obligations under the Lease as of the last day of the monthly rental period during which Lessee vacates the premises, provided that the Lessee gives written notice to the Lessor 30 days prior to vacating.

## **MOVING HOUSEHOLD GOODS (HHG)**

### **Authorized Moving Companies**

If you plan to use the HHG benefits offered by this relocation policy, do not contact any mover yourself. Instead, at least 30 days in advance of your planned move (if possible), contact your Advisor who will arrange with a national transportation provider to move your personal belongings and household goods from your primary residence to your new rented/leased or purchased primary residence at your new work location. The moving company will make an appointment to survey the household goods and to arrange pick-up and delivery dates. You, your spouse, or other adult designee must be present during the packing, loading and delivery of HHG and must carefully review the inventory list and indicate any missing and/or damaged items prior to signing the delivery receipt. All moves will be scheduled on weekdays during normal business hours. Because of the additional cost, if you require a weekend or off-hour pick-up or delivery, you must notify your Advisor who will request approval from the Company. The moving company will bill Bristol directly for all covered moving costs.

The Company will pay reasonable expenses incurred for packing, shipping and unpacking your home furnishings and personal belongings up to 18,000 pounds. You are expected to use discretion concerning moving HHG with limited value relative to the cost to move the HHG. You are not required to have the moving company pack your HHG in order to have the moving company transport the goods, but please be aware that neither the Company nor the moving company will accept responsibility for

breakage of articles you pack. You may also choose whether to have the moving company unpack your HHG upon delivery, however, please be advised that unpacking is defined as the removal of goods from the packing cartons to be placed on the nearest flat surface; it does not provide for placement or arrangement of items throughout the home. If you choose to do the unpacking yourself, the Company will provide a one-time debris pickup of boxes and other packing material.

### **Goods Not Authorized for Shipment**

While not an all-inclusive list, the following items will not be shipped by the Company arranged mover or at the Company's expense: recreational motor vehicles, boats over 13.9 ft., airplanes, food and perishables, combustible items, items which may cause contamination or damage to other goods, ammunition, unregistered guns, live plants, trees, fertilizer, jewelry, furs, precious stones, legal documents, stamp/coin/wine collections, money (cash, securities, bonds, notes), passports, deeds, tickets, or any item of extraordinary value.

Again, while not an all-inclusive list, the Company arranged mover may agree to transport the following items, but the Company will not cover the expense to move or to insure these items: patio slate/bricks, cement, sand, disassembled vehicles or motors, firewood, lumber, building materials, large machinery, swimming pools/hot tubs, farm equipment, outbuildings/storage sheds/greenhouses, satellite dishes in excess of 24 inches.

Following is a non-inclusive list of services not covered by this policy: labor charges for dismantling/erecting playground equipment/exercise equipment/playhouses/portable swimming pools/workbenches/outside buildings/greenhouses/pool tables or other large items; removal/installation of TV antennas/lighting fixtures/ceiling fans/wall carpeting/drapery rods/other items attached to walls/ceilings.

If you contract with the moving company for services not authorized by this policy for reimbursement, you must pay the moving company the fees for such services upon delivery (cash on delivery is usually required). If you have questions regarding the shipment of your HHG, please contact your Advisor.

### **Insuring HHG**

Your HHG are insured against loss or damage. The moving company will provide you a High Value Inventory form for all articles that are valued at \$100 or more per pound. The completed form should be given to the moving company at the time they pack your HHG, or if you pack your own, then on the day they arrive to transport your HHG. Antiques, fine arts and unique items may require specific itemization and pre-move appraisal to determine whether they are covered by the Company under this policy and whether they fit within the insured coverage provision; you must arrange and pay for the appraisal yourself.

At the time of delivery, you should take the time to inspect your HHG and boxes in which they were shipped, and bring to the attention of the driver any noticeable damage as well as note such loss or damage on the delivery receipt you are required to sign. Failure to note an exception on the receipt can signify that you are accepting the HHG "as is." If you determine any of your HHG were lost or damaged in the move, you must file a claim with the moving company as soon as possible but no later than 30 days after delivery. The best proof of claim is the notation you made on the delivery receipt. If you have not received a satisfactory response on your claim from the mover within 60 days of filing such claim, contact your Advisor for assistance.



## **Storage of HHG**

You should coordinate the shipment of HHG directly from your former primary residence to your new primary residence to avoid incurring excessive handling or storage costs. If, however, it is not possible because you had to be out of your former residence and you cannot yet move into your new residence, storage of HHG covered under this policy will be provided for up to 30 days. The moving company may assess charges if you need to retrieve articles from storage; the Company will not reimburse for such charges.

## **SELF-MOVE OPTION**

In lieu of using the moving benefits outlined above, you may elect to move your own HHG and personal effects. In that case, at the completion of the self-move, the Company will pay you a \$5,000 allowance (less required relocation taxes). If you select this option, company-paid movement of HHG and company-paid storage of HHG are not available.

## **APPLIANCES, THIRD PARTY SERVICES, PETS**

The Company will cover the cost of having your refrigerator, washer, dryer and/or range installed at your new primary residence only if the appliance had been installed at and was moved from your prior primary residence. This service may be provided by the moving company. Other third party servicing, such as disassembly of furniture, disconnection of audio-visual systems and packing of special items (such as grandfather clocks), also may be provided by the moving company. Costs for these third party services may be eligible for reimbursement but require approval in advance. Please discuss with your Advisor.

Expenses relating to moving your pets to your new home will be covered through your Relocation Expense Allowance.

## **SHIPMENT OF AUTOMOBILES**

The Company will cover the cost of shipping up to 2 automobiles; the Blue Book value of the vehicle(s) being shipped must exceed the shipping cost. Shipping will be by the most cost-efficient method, which may include loading the car on the van with the household goods or by using a separate carrier service. Excess handling charges for a classic, antique, or inoperable automobile are not reimbursable. The cost of a rental car while your vehicle is in transit is covered through the Relocation Expense Allowance. Contact your Advisor for additional details.

If you opt to drive your personal car to your new location, the Company will reimburse you for direct route mileage (no side trips) at the prevailing IRS relocation mileage rate.

## **EN ROUTE TRIP EXPENSES**

If you fly to your new location, PS2B air travel is available for you and your family for your final move to your new home. You will be reimbursed for 1 night's lodging in both your old and your new locations. If you do not have access to an automobile upon arrival in your new location, because it is in transit, your Relocation Expense Allowance should be used to cover the cost of a rental car.

If you choose to drive to your new location and have not shipped your auto, you will be reimbursed for mileage, reasonable lodging, and meals during this trip. A single non-concierge level room is considered reasonable; suites are acceptable only if that is the standard room for the hotel. The Company will reimburse you for direct route mileage (no side trips) at the prevailing IRS relocation mileage rate. You must submit en route trip expenses with original receipts attached to the relocation

expense report to your Advisor within 30 days of completing your trip in order to be eligible for reimbursement.

## TAX INFORMATION

Please do not rely on this document for tax advice, but instead please consult with and rely on the advice of your personal tax consultant. Having given that caveat, the following is a summary of tax consequences for payments made under this policy.

Some reimbursements for relocation expenses are excludable from income, meaning they are not subject to tax withholding. Other reimbursements are treated as income to the employee, requiring the Company to withhold applicable federal, state and/or local taxes from the reimbursement to the employee, or if payment is made directly to the service provider, from the employee's paycheck for the payroll period immediately following payment of the expense. Some of these taxable reimbursements may have offsetting deductions which you can claim at the time of filing your annual tax returns. However, even if offsetting deductions may be available to you, the Company is required to withhold the full amount of taxes at the time the expense is covered.

### **In order to meet the IRS definition of "relocation", the following criteria must be met:**

- You must remain a full-time employee at your new location for at least 39 weeks in the 12-month period immediately following the start of work at your new location, unless requested to relocate by the Company and such request was unexpected at the original time of relocation.
- The distance between your new principal place of work and your old residence must be at least 50 miles greater than the distance between your old principal place of work and your old residence. Your commuting distance must have increased by at least 50 miles.
- The move must be closely related in both time and place to the start of work at a new job location.
- The reimbursed relocation expenses generally must be incurred within 1 year of the date you begin work in your new location.

**Expenses not treated as income for tax purposes:** Amounts reimbursed for the following relocation expenses are not considered income for personal tax reasons (they are excludable):

- Transportation of HHG
- Storage of HHG for up to 30 consecutive days
- Transportation of automobiles
- En route trip mileage reimbursement reimbursed at the IRS permitted rate

**Expenses treated as income for tax purposes:** Other relocation reimbursements, whether reimbursed to the employee or paid directly to the service provider on your behalf, are fully taxable and must be reported as income. The Company will pay these taxes directly to the taxing authority (and may gross up your income to help offset the amount paid). Information on taxability or non-taxability of specific moving expenses can be obtained from your tax advisor or by reading IRS Publication 521 (Moving Expenses) or Publication 523 (Tax Information on Selling Your Home). These booklets can be obtained by contacting the IRS at 1-800-TAX-FORM, or logging into their website at [www.irs.gov](http://www.irs.gov).

**Tax Gross Up:** The Company may "gross up" your income to help offset federal and state tax consequences (see relocation matrix for additional details). In order to receive a tax gross up on current year expenses, Bristol must receive your requests for reimbursement of the expense by November 15 of the move year.

**Assistance with Tax Reporting:** Tax preparation fees will not be reimbursed. However, Bristol will prepare a final employee moving expense form by January 31 of the year following the employee's receipt of relocation-related reimbursements, detailing reimbursements received, including any

additional payments made to offset federal and state liability. You must complete IRS Form 3903 and attach it to IRS Form 1040 to submit to the IRS when completing tax returns for a move year. Again, please consult with your personal tax accountant or tax advisor for tax advice or you may contact Bristol's tax counseling partner, Relocation Taxes, LLC, to assist in preparation of your taxes for the year(s) of your relocation:

Relocation Taxes, LLC  
88 Danbury Road  
Wilton, CT 06897

Debbie Gioiella  
(203) 563-3901 Office  
(203) 762-9363 Fax

### **Resignation Time Period**

If you voluntarily terminate service within 12 months from the date you begin work in your new location, you will be required to reimburse the Company 100% of all relocation expenses paid by the Company, including any tax gross up. If you voluntarily terminate service after 12 months but before completing 24 months in your new location, you will be required to reimburse the Company a prorated amount of all relocation expenses paid by the Company, including any tax gross up.

**NOTE:** The Company reserves the right to amend or terminate this policy at any time.