

# U.S. Domestic Relocation Summary

For Experienced New Hire GOP Employees to the U.S.  
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Shared Services

## Introduction

As a new hire global offshore payroll (GOP) coming to the United States from abroad, this document provides a summary of your relocation benefits. It does not constitute a guarantee, and benefit eligibility may depend on individual circumstances. **To avoid jeopardizing certain relocation benefits, please do not begin any aspects of your relocation program prior to discussions with your Brookfield Global Relocation Services (Brookfield) relocation consultant.** In particular, please do not contact a real estate agent for assistance in your old or new work.

Relocation services and benefits cannot begin until you are within 90 days of your effective hire date.

## Topics Covered in this Summary

- Allowance Payments
- Destination Services and Housing Benefits in the United States
- Housing Assistance – Home Country/Country of Citizenship
- Additional Relocation Services

## Allowance Payments

### Miscellaneous Expense Allowance (MEA)

You will receive a one-time payment equal to 1½ months' salary, less taxes, to cover any non-specific miscellaneous expenses that you might incur as a result of your relocation. No receipts are required.

### Set-Up Allowance

Together with your Miscellaneous Expense Allowance, you will be provided a one-time \$500 allowance to assist with the costs of purchasing basic kitchen supplies such as spices, condiments and other foodstuffs.

## Destination Services and Housing Benefits in the United States

### U.S. Inbound Logistical Services

The following services will be provided to assist you prior to and upon your arrival in the United States. These services will be coordinated by the Brookfield Global Relocation Services consultant and provided by a local destination services representative. These services may include the following:

- **Airport Meet and Greet:** Provide dedicated transportation for you and your family from the airport to your hotel or corporate temporary housing.
- **Temporary Housing:** Arrange for your temporary accommodations for a 30-day period upon arrival, in accordance with Chevron's temporary housing guidelines (room and tax provided).
- **Area Orientation:** Provide an accompanied familiarization tour of your new community, providing guidance on places of worship, shopping, hospitals, post offices and more.
- **Educational Advisory Assistance:** Advise and assist with required documentation needed prior to your home country departure, locating suitable schooling, required paperwork for registration of your eligible dependent children and with their additional immunizations, as required.
- **Household Goods Delivery:** Assist you with tracking the delivery of your household goods with the transition from temporary to permanent accommodations.
- **Purchasing of Local Goods:** Assist you with choosing a cell phone provider/plan and with contracts and paperwork. Accompany you or your family to local stores as needed to select goods, furniture rentals/purchases, appliances, child car seats and other items.
- **Social Security and Embassy Registration Assistance:** Accompany you on a visit to the Social Security office and to the local embassy for registration.
- **Local Banking:** Assist you with setting up a checking or savings account with the Chevron Credit Union in order to get a car loan, and provide counsel on various credit card company options.
- **Driving Lessons and Licensing:** Review local requirements and provide assistance with driving lessons and testing logistics.
- **Rental Car:** Once you have passed your driver's test, accompany you to the local rental car agency to help you finalize your rental car contract. Please be prepared to provide your personal credit card for charges.

## **Permanent Housing**

Chevron provides destination support services in your new work location to assist you in finding a new primary residence. These services are administered by Brookfield and participation is required in order for you to receive certain future relocation benefits.

- Required placement of home purchase referral with real estate agent through Brookfield.
- Assistance with home rental or home purchase negotiation and contract review prior to submission of your offer.

## **Caution: Notice of homeownership in the United States for non-resident employees**

If you are not a U.S. citizen or a U.S. green card holder, and you purchase a home in the United States, you may be subject to IRS required tax withholding, depending upon your residency status in the United States at the time of your property sale. Purchasing a home in the United States is a financial decision that you should research thoroughly and be comfortable with the risks of homeownership. While Chevron supports the purchase of a home in the United States for GOP eligible homeowners, it does not constitute an obligation on Chevron's behalf that if or when you leave the United States that you will be provided a guaranteed value purchase (as outlined in the U.S. Domestic Relocation Program – USExpNewHiretotheUSDetail document), if your residence status is in question.

If you are a current homeowner in your country of citizenship or country of departure, Chevron will provide home purchase benefits with documented proof of ownership, the following benefits apply:

## **New Home Purchase Closing Costs**

If you resided in a home that you owned in your last work location or if you own a home in your country of citizenship and wish to purchase a home in your new work location, Chevron will pay your normal and customary home purchase closing costs including pre-purchase inspections; subject to restrictions.

## **Chevron Approved Lender Program**

- Chevron has agreements with several preferred mortgage lenders. The benefits of using these approved lenders are:
  - Competitive mortgage rates for qualified transferring employees.
  - Direct billing of loan closing costs.
  - Negotiated mortgage fees.
- Your ability to borrow mortgage funds in the United States is based solely your financial credit worthiness and the decision of the lender to accept financial risk. Chevron does not guarantee that the approved lenders are required to provide you a mortgage loan.

**Note:** If you are receiving certain high housing costs benefits (as outlined below), you will be required to use an approved lender.

## **Homeowner – High Cost Housing Benefits**

- If you are relocating to a new work location considered by Chevron to be a high or very high cost housing area, you may be eligible for one or more of the benefits described below:
  - Basic Housing Differential (BHD).
  - Supplemental Housing Assistance (SHA).
- Benefit eligibility is based on the housing index differential between your country of origin/citizenship city and your new U.S. domestic work location.
- Your ability to fully use some of these benefits may be affected by mandatory lender guidelines and your creditworthiness.
- Further details will be provided to you by your assigned Brookfield consultant.

### **Basic Housing Differential (BHD)**

- The BHD is a one-time lump-sum payment, less taxes, provided to help defray the increased housing costs in your new work location.
- Your benefit eligibility is based on the calculated housing index differential, and the payment is made based on the following schedule:
  - High cost areas from \$0 to \$22,000.
  - Very high cost areas from \$0 to \$40,000.

### **Supplemental Housing Assistance (SHA)**

- SHA is a dollar-based mortgage interest rate subsidy, used to reduce the interest rate on your new home's primary mortgage for up to five years.
- Your benefit eligibility is based on the calculated housing index differential, and the value of the benefit ranges from the following:
  - High cost areas from \$0 up to \$7,500.
  - Very high cost areas from \$0 up to \$40,000.

The economic value of this benefit is considered taxable income to you and is reported via Chevron payroll for income tax withholding purposes.

### **Renter – High Cost Renter's Assistance (HCRA)**

- If you were previously a renter, or do not own a primary residence in your country of citizenship, high cost renter's assistance (HCRA) may be provided to offset the higher costs of rent in your new work location.
- Benefit eligibility is based on the calculated index differential, and the payment is made based on the following schedule:
  - High cost areas from \$0 up to \$3,750.
  - Very high cost area from \$0 up to \$15,000.
- HCRA is a one-time lump sum payment, less-taxes, paid after your effective hire date.

## **Housing Assistance – Home Country/Country of Citizenship**

### **Lease Break Fee**

If you resided in a rental home or apartment in your previous work location or point of hire and need to break your lease, Chevron will reimburse up to 90 days lease break coverage with appropriate documentation.

### **Home Maintenance Allowance (HMA)**

If you are a homeowner in your country of citizenship or country of departure, Chevron will provide a monthly home maintenance allowance (HMA). It is intended to assist with the cost of maintaining a property in a location other than where you are currently working. The amount of the allowance is US\$370 per month, less taxes, (US\$4,400 per year). Your Brookfield consultant will provide further guidance as to documentation needed to claim this benefit.

**Note:** The HMA benefit will cease once you purchase a home in the United States.

## Additional Relocation Benefits

### Final Move Trip

- Chevron will reimburse the cost for reasonable lodging, per diem meals and transportation for you and any eligible family members while in transit to the new work location.
- If you fly, you will be reimbursed for a one-way, economy fare, 14 to 21 day advance purchase airfare. If you are traveling from Canada or Mexico, and choose to drive, you must travel a minimum distance of 400 miles per day and will receive reimbursement based on Chevron's business mileage rate.
- Reimbursement of up to \$350 towards shipping of two household pets.

### Household Goods

- Chevron provides you with a full-service move including packing, shipping, and unpacking your household goods and personal effects from your departure residence to your destination residence.
- If your move is greater than 400 miles, two vehicles may be shipped.
- 60 days of storage in the US.
- \$100,000 replacement value insurance is provided while your goods are in transit or storage.

### Spousal/Partner Employment Search and Family Assistance

Chevron provides up to \$2,500 in spouse/partner employment search and family assistance benefits. These benefits include:

- Employment Search:
  - Career counseling.
  - Development of a personalized individual job search strategy/action plan.
  - Coaching/training on essential job search skills, such as networking, interviewing, and negotiating job search offers and salary.
  - Resume and cover letter development and interview/networking preparation.
- Family assistance services:
  - School or child care sourcing for children or dependant parents
  - Health care provider search.
  - Sports, activity, hobby group search.
  - Area information and community networking.
  - Other personalized services.
- Alternately, you may seek direct reimbursement of up to \$2,500 for such expenses as:
  - Job placement service.
  - Relicensing/recertification fees/education for a job in which your spouse/partner was previously licensed in your state of origin.

### Educational Assistance

In certain circumstances, Chevron may provide educational assistance for each of your dependent children in elementary through secondary school (K-12) up to a cap established by Chevron for U.S. private schools located in Chevron U.S. domestic work locations. You will be advised of this allowance if it is applicable to your situation.

### Tax Assistance

- State and federal tax gross-up payment is provided by Chevron on certain taxable relocation payments not considered deductible or excludable.
- Chevron provides annual assistance with tax filing services provided by our tax vendor, KPMG.