Relocation Guidelines Synopsis

Campus Recruits

January 2021

ExxonMobil

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Exxon Mobil Corporation has numerous affiliates, many with names that include *ExxonMobil*, *Exxon*, *Mobil*, and *XTO*. For convenience and simplicity, the term ExxonMobil is used as an abbreviated reference to all of the above affiliates and affiliate groups.

Overview

The information contained in this synopsis is applicable to relocation for campus recruits working in the U.S. This synopsis is a summary of ExxonMobil relocation guidelines, and is not intended to be all inclusive. The relocation guidelines summarized here should not be regarded as and are not contractual employment terms and conditions.

Note that ExxonMobil's relocation guidelines, as well as procedures to administer the guidelines, are periodically reviewed and may be revised at any time by ExxonMobil to meet changing business needs and circumstances.

Helpful Contacts

ExxonMobil relocation services are administered by Cartus Corporation. Your Cartus Relocation Consultant will guide you through every step of the process by answering questions, outlining information needed to expedite your relocation, and coordinating a team of people to assist you during the move. Be sure to contact your Cartus Relocation Consultant prior to starting any phase of the relocation process and incurring any expenses, or you may jeopardize your eligibility for relocation benefits.

Relocation Assistance

Eligibility

In order to be eligible for benefits under the relocation guidelines, the following criteria must be met:

- Distance between primary residence and new work location (new commute) must be at least 50 miles greater than the distance between the primary residence and current work location (current commute)
- Expected to obtain permanent residence in the new work location within 90 days of start date as evidenced by new home purchase or minimum six month lease

This “distance test” of 50 miles is consistent with Internal Revenue Service (IRS) criteria.

If you do not meet the above requirements, no relocation benefits will be payable. If you voluntarily terminate your employment within 12 months of your effective date, or do not relocate, you will be required to repay ExxonMobil all of the relocation benefits paid to you.

Eligible dependents for relocation purposes are defined as:

- Dependents who are eligible for benefits under the ExxonMobil Medical Plan
- Residing with the employee at the time of authorization
- Will be permanently residing with the employee at the new work location

Relocation Benefits – Relocating From a U.S. Location

Lump Sum Payment to Assist With Relocation Expenses

You will receive a $12,000 non-accountable lump sum which is intended to assist with relocation expenses such as:

- Home selection trip, final trip and interim living at the new work location (meals, lodging and car rental)
- Household goods and automobile shipment
- Closing down your home at the current location and setting up your household at the new location
- Miscellaneous expenses

The lump sum amount is not tax assisted.

Relocation Benefits – Relocating From Outside U.S.

Lump Sum Payment to Assist With Relocation Expenses

You will receive a $12,000 non-accountable lump sum which is intended to assist with relocation expenses such as:

- Interim living at the new work location (meals, lodging and car rental)
- Closing down your home at the current location and setting up your household at the new location
- Miscellaneous expenses

While you are not eligible for a separate home selection trip, your lump sum includes an amount to cover the cost of additional days in interim living, to allow time to engage in home selection activities upon arrival in the new work location.

Final Trip Air Fare

Final trip air fare for you and your eligible dependents will be direct billed through Cartus.

Shipment/Storage of Household Goods

If you are relocating from outside the U.S., refer to the International Shipment of Employee Personal and Household Effects Synopsis for authorized shipping amounts. Contact your Cartus Relocation Consultant for more details.

The lump sum amount is not tax assisted and all other benefits and payments are tax assisted.

Tax Impacts

All taxable moving expenses paid to you or on your behalf are considered income to you and are subject to federal, state, local, Social Security, and Medicare taxes. The IRS considers all relocation expenses paid to you or on your behalf as compensation.

The lump sum amount is not tax assisted and all other benefits and payments are tax assisted.

Throughout the course of your relocation, payments for moving expenses will be made to you and on your behalf. At time of payment disbursement, CARTUS will withhold corresponding Federal, Social Security, Medicare and State taxes.

All relocation payments made to you or your behalf will be reported to ExxonMobil U.S. Payroll and will appear in the “Imputed Income Amounts” section of your pay statement.

When payroll runs, it calculates corresponding taxes, and given you had previously had taxes withheld by CARTUS at time of disbursement, a Relocation Tax Offset (credit) is processed in the same amount to ensure that (a) taxes withheld are reported correctly, and (b) you are not over withheld.

Payroll Area: U8
Pers Area 5215 Pers Sub Area 5000 EE Group 1 EE Subgrp J1
Payroll period 04/19/2018 to 04/19/2018

Payments	Retro	Hours	Rate	Current	YTD Amount
Base Pay					34,125.00
Exp Acc Reimb					150.23
Reloc-GrUpRes T					17,234.45
Frngs-Imp Inc G					42.14
Total Payments					51,551.82

Deductions	Current	YTD Amount
Federal		
Withholding Tax	4,756.95	19,614.03
Social Security Tax	1,340.59	6,535.16
Medicare Tax	313.53	1,528.39
Illinois		
Withholding Tax	1,070.32	3,971.64
U W of Baytown		5.81
Relocation Tax Offset	7,481.39-	7,481.39-
Med Pre Tax 1021 - EE		224.00
Dent Pre Tax 20BA - EE		94.50
Savings Before-tax		2,388.75
Vision Care Pre Tax		27.02
Total Deductions		26,907.91
Net Payment		24,643.91

Match Credit	Elect %	Appl %	Current	YTD Amount
Co. Mtch				2,388.75

Tax Withholding Information	Allow	Status	Addl With Amt
W4 Federal	01	02	0.00
W4 Illinois	01	02	0.00
W4 Illinois	00	Addl	
W4 Illinois	00	Pers	
W4 Illinois	00	Dep	

Reportable Amounts for:	Current	YTD Amount
Federal		
Withholding Tax	21,622.50	102,965.91
Social Security	21,622.50	105,405.86
Medicare Tax	21,622.50	105,405.86
Rpt W/H-Not Txd		51.20
Illinois		
Withholding Tax	21,622.50	84,886.21
Rpt W/H-Not Txd		22.08

Imputed Income Amounts:	Current	YTD Amount
Awrd/Bon/N-Ben Imp Tx		100.00
Reloc Txbl GrUp		32,576.09
Reloc Txbl No GrUp	21,622.50	21,622.50
Grp Life Ins Imp Inc		51.20

Note: Pay statement shown as an example only; not all components will apply to all employees
**All relocation payments, regardless of when they are disbursed, are always reported to ExxonMobil following the effective date (e.g., at destination) and taxed accordingly*

Social Security Taxes

You are responsible for Social Security taxes on your annual compensation. Each pay period, Social Security will be deducted from your paycheck and added to your withholding. If you reach the Social Security salary maximum, this deduction ceases.

Medicare Taxes

You are responsible for Medicare taxes on your annual compensation. Each pay period, Medicare is deducted from your paycheck and added to your withholding.

Year End Processing

Following the end of the year and shortly after W-2s are issued by ExxonMobil, Cartus will send you a Relocation Summary Package (RSP) detailing all moving expense reimbursements and payments made to you and on your behalf.

Questions regarding the relocation components reported in your pay statement and the resulting taxation, should be directed to the Payroll Assistance Team at 800-262-2363.

Contact Cartus at ExxonMobilYearend@cartus.com if you did not receive an RSP or have specific questions about the timing in which your relocation payments were reported to ExxonMobil.

Be sure to keep records and receipts of all your expenses for income tax return purposes. Additionally, you are strongly encouraged to consult with a professional tax advisor regarding the tax implications of your relocation.

The following Internal Revenue Service publications may also be useful:

- Publication 521 – Moving Expenses
- Publication 523 – Tax Information on Selling Your Home.

The guides may be accessed online at https://www.irs.gov/publications/index.html