U.S. Intern Relocation Guide
(Including Canada)
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HOW TO USE THIS GUIDE

Congratulations on your new internship!

Relocating can be exciting, but it can also be a source of stress. We want to make your relocation as worry-free as possible. This Intern Relocation Guide for U.S. domestic, one-way relocation will help you complete three steps:

1. **Check your eligibility.** Read the Eligibility section below to make sure you qualify.

2. **Determine your relocation allowance and review housing information.** Your relocation allowance depends on the number of miles you are relocating from your school to your new work location. We encourage you to start planning for your housing as early as possible, since affordable housing may be difficult to find at some Intel sites.

3. **Complete your online Relocation Agreement.** Keep an eye out for an email from our relocation supplier, SIRVA. They will send you a link and instructions on how to complete your online relocation form about six weeks before your scheduled start date. No relocation funds can be released to you until you complete your agreement.

By following these three steps, you will ensure a smoother relocation.

**STEP 1 – CHECK YOUR ELIGIBILITY**

Does your circumstance qualify? As an Intern, you may be eligible for relocation allowance if the distance from your primary residence at your school to your new job location is at least 50 miles and your manager has approved the relocation allowance. Relocation assistance is intended for Interns relocating to an Intel work site, not for commuting purposes.

_Updated: September 12, 2014, Rev 7_
STEP 2 - DETERMINE YOUR RELOCATION ALLOWANCE

Understand the purpose of your relocation allowance. Your relocation allowance is intended to support relocation expenses such as en route travel, temporary living and transportation. No additional services or allowances will be provided by Intel. You will be responsible for all aspects of your move.

RELOCATION ALLOWANCE AMOUNT

How much are you eligible to receive? Your relocation allowance is based on the number of miles from your principal residence at your school (not your parent's principal residence) to your Intel work location. This also applies for international interns traveling to the U.S.

The relocation distance is defined in miles. Use Google Maps to determine your relocation distance by entering your current principal residence at your school and the address for your new work location. Using Google Maps to calculate the mileage (door-to-door, shortest route), find the distance in the table below to determine your relocation allowance.

The table below applies to both U.S Interns and international Interns coming into the U.S.

<table>
<thead>
<tr>
<th>Zone</th>
<th>Miles (from school to Intel work location)</th>
<th>Relocation Allowance</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>50-99</td>
<td>$1,700</td>
</tr>
<tr>
<td>2</td>
<td>100-499</td>
<td>$2,300</td>
</tr>
<tr>
<td>3</td>
<td>500-999</td>
<td>$3,000</td>
</tr>
<tr>
<td>4</td>
<td>1000-1499</td>
<td>$3,700</td>
</tr>
<tr>
<td>5</td>
<td>1500-1999</td>
<td>$4,400</td>
</tr>
<tr>
<td>6</td>
<td>2000-2499</td>
<td>$5,100</td>
</tr>
<tr>
<td>7</td>
<td>2500+</td>
<td>$5,800</td>
</tr>
</tbody>
</table>

Interns within Canada: Eligibility is the same as for a U.S. Intern. The only exception is the Canada Revenue Agency (CRA) move distance test is 79 kilometers. Relocation assistance amounts are pretax, quoted in U.S. Dollars, and paid in Canadian dollars using the average conversion rate for the month. Please refer to Appendix A for the relocation allowance.

Get Your Allowance Faster

Prior to your first day
- Complete SIRVA’s required documentation.

On your first day
- Complete your W-4 withholding
- Get more information at New Employee Orientation
TAX INFORMATION

Now for the fine print. Your relocation allowance will be reported on your W-2 as income and will be tax-protected. Intel pays the taxes at the supplemental wage tax rate on your behalf. The amount will be displayed on your paycheck and is “grossed up,” which means it includes your relocation assistance payout and the taxes paid.

Supplemental Tax Information

For employees who have access to Circuit, review the Tax Rates and Information to learn more about supplemental taxes.

Relocating creates tax consequences that vary for each person. We advise you to consult with an independent tax professional to discuss tax issues related to your relocation. Intel employees, including the HR Contact Centers, Relocation, Payroll, Health and Benefits, should not be solicited for tax advice.

Qualified Moving Expenses

Payments made for a qualified moving expense from personal funds, including an Intel relocation allowance payment, may be recorded as a deduction on your income tax return; therefore, you must retain receipts for these expenses.

The following conditions must be met for expenses to be considered qualified moving expenses:

a) Mileage Test - The mileage from the former principal residence (e.g., school) to the new job location must be at least 50 miles farther than the mileage from your former principal residence to your former job location. If there is no former job location (e.g., Intern, recent college or technical graduates), the mileage from the former principal residence to the new job location must be at least 50 miles.

b) What’s considered a qualified moving expense? The Omnibus Budget Reconciliation Act of 1993 (OBRA) indicates that relocation expenses can be considered qualified moving expenses only if they are reasonable expenses associated with the following:

   i) Moving household goods and personal effects, including certain storage expenses, from the former residence to the new residence

   ii) En route travel to the new residence, including lodging incurred for you and accompanying household members; meals are not included

Using Your Allowance

As with any income, you are free to use your relocation allowance however you choose; but please note that your allowance is a one-time payment and not intended to offset all possible relocation expenses.
PAYMENT SCHEDULE

How soon will you get paid?

- Our relocation supplier will contact you within 2 weeks from the time you accept the offer, but no sooner than 6 weeks before your assignment start date.

- You will be required to complete the relocation agreement and provide payment information. After you complete the required information, your relocation allowance may take up to 5 business days to appear in your account depending on how long your bank takes to process the deposit.

- If you change your start date, IMMEDIATELY contact your Staffing Representative, who delivered your offer.

Your relocation allowance is authorized for up to one year from your start date at your new work location, as long as you remain at Intel.

Relocation funds are contingent on your employment with Intel. If, after receiving your relocation funds, you decide not to join Intel, you will be responsible for returning all funds. If that occurs, SIRVA will work directly with you to facilitate the return.

HOUSING INFORMATION

Finding Housing

You are responsible for arranging your own housing needs, up to and including signing the lease, ordering rental furniture, paying deposits and setting up utilities.

Once you accept your offer, you will receive an invitation to join The Blue Room, an online community that contains a great deal of information about your new site. Keep an eye out for that invitation and be sure to check out the embedded housing information links that are posted for your assigned work site.

The Blue Room will also provide you with links to social media channels where you have the opportunity to connect with other Interns and Intel Employees. Many interns find this is also a great way to connect with potential roommates.

Be Informed

Know the terms and conditions of your lease, including requirements for giving written notice of your move out date. Most states require a 30-day written notice of intent to vacate. Please plan on submitting this notice whether or not you are advised of this requirement. (This applies to any rental contract including furniture rental.)
**Rental Reminders**

Below are some suggested topics you may want to discuss with apartment management:

<table>
<thead>
<tr>
<th>Topic</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Availability</strong></td>
<td>Supply of apartments available for rent, and ability to reserve in advance</td>
</tr>
<tr>
<td><strong>Common Area</strong></td>
<td>If there is a swimming pool, weight room, tennis courts, etc., what are the terms of usage?</td>
</tr>
<tr>
<td><strong>Distance</strong></td>
<td>From Intel building/address where you will be working, other destinations you will frequent</td>
</tr>
<tr>
<td><strong>Housewares and Furniture Package</strong></td>
<td>Cost, size, content, delivery charges, and payment procedures. Most furniture companies require 30-day written notice for termination of contract.</td>
</tr>
<tr>
<td><strong>Lease Terms</strong></td>
<td>Whether deposits are refundable or non-refundable, when they are due, how and when they are returned, application fees, and lease lengths—especially important if you are looking for a short-term lease.</td>
</tr>
<tr>
<td><strong>Nearby Merchants</strong></td>
<td>Grocery, shopping malls, theaters, banks, health clubs</td>
</tr>
<tr>
<td><strong>Noise Level</strong></td>
<td>Community / complex in general, between apartments</td>
</tr>
<tr>
<td><strong>Office Hours</strong></td>
<td>Times and days office is open, contact number when office is closed (just in case you arrive after hours and want access to your apartment)</td>
</tr>
<tr>
<td><strong>Parking Policy</strong></td>
<td>Covered parking or garage, unreserved parking; number reserved per apartment, guest parking</td>
</tr>
<tr>
<td><strong>Rental Rates</strong></td>
<td>Number of bedrooms and bathrooms, furnished or unfurnished; ask if they offer &quot;Intel&quot; discounts, move-in specials, or all-inclusive utility and furniture rental packages</td>
</tr>
<tr>
<td><strong>Security</strong></td>
<td>After hours emergency telephone number, patrol officers</td>
</tr>
<tr>
<td><strong>Size of Property</strong></td>
<td>Number of units, number of floors</td>
</tr>
<tr>
<td><strong>Social Activities</strong></td>
<td>Community sponsored, nearby entertainment</td>
</tr>
<tr>
<td><strong>Tenant Profile</strong></td>
<td>Young adults, families, senior citizens</td>
</tr>
<tr>
<td><strong>Utilities</strong></td>
<td>List of companies to contact including cable, average costs of utilities, types of deposits needed, and whether utilities are included in base rent.</td>
</tr>
</tbody>
</table>
Qualifying a Potential Roommate

The following list of questions was developed to assist interviewing.

- Do you have an age preference?
- Do you prefer a smoker or a nonsmoker?
- Do you go to bed early or stay up late? Are you an early riser or late sleeper?
- What school do you go to? What is your major?
- Do you prefer to stay home on weekends or go out?
- Do you prefer to keep the house / apartment clean, or occasionally untidy and don’t mind clutter?
- Do you prefer the house / apartment warm or cold?
- Do you object to overnight visitors, out-of-town guests, or relatives? Do you object to loud music and parties?
- Would you mind sharing a bedroom or bathroom to reduce rent?
- Do you have any pets?
- How long is your intern assignment?
- Are you driving your own car to the site? If not, how are you getting around?

Questions to Ask Yourself (and Your Potential Roommate):

- Will I need transportation to / from work? If so, should I seek a roommate who can provide transportation?
- What kind of relationship do I want to have with my roommate? (Example: Do you just want to rent a room or do you want a friend to do things with?)
- What outside interests, if any, would I like to share with my roommate? (Example: Someone who plays sports, someone who enjoys movies, etc.)
- Am I willing to negotiate when it comes to rent? (Example: I will pay a few extra dollars every month to have the larger bedroom or the covered parking space, etc.)
TRANSPORTATION INFORMATION

While there are public transportation options available at most major Intel sites, we strongly recommend Interns provide their own form of personal transportation.

All U.S. major sites have public transportation that you can use during your Internship:

<table>
<thead>
<tr>
<th>Intel Site</th>
<th>Public Transportation</th>
</tr>
</thead>
</table>
| AZ         | http://www.valleymetro.org  
Bus only; light rail is downtown only |
| FM         | http://rideshare.intel.com/fm/Light_Rail/Index.htm  
Light rail with shuttle busses provided by Intel |
| OR         | http://rideshare.intel.com/or/trimet/  
Light rail comes to the Hawthorn Farms campus only; however, there are Intel shuttles to other campuses, which in turn have access to public busses |
| SC         | http://www.vta.org/schedules/schedules_bynumber.html  
Public transit information; site shuttles available |

STEP 3 – COMPLETE THE ONLINE RELOCATION AGREEMENT

Six weeks before your start date, and once you have accepted your offer, you will receive an email from SIRVA with a link to your online relocation agreement. You must to complete the online form to have your relocation funds released. Keep an eye out for that email and respond to it as quickly as possible so that your relocation funds can be deposited into your account.

NEED HELP?

NEED HELP? Please contact your staffing consultant if you have any additional questions not related to relocation. If you have relocation specific questions please contact Get HR Help at 1-800-238-0486.

Once again, congratulations on your Intel internship and relocation!
## APPENDIX A: CANADA RELOCATION ASSISTANCE

Amounts below are pre-tax, **quoted in U.S. Dollars, and paid in Canadian dollars** using the average conversion rate for the month.

<table>
<thead>
<tr>
<th>Zone</th>
<th>Kilometers) (from school to Intel work location)</th>
<th>Relocation Allowance (USD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>79 - 160</td>
<td>$1,700</td>
</tr>
<tr>
<td>2</td>
<td>161 - 803</td>
<td>$2,300</td>
</tr>
<tr>
<td>3</td>
<td>804 - 1608</td>
<td>$3,000</td>
</tr>
<tr>
<td>4</td>
<td>1609 - 2412</td>
<td>$3,700</td>
</tr>
<tr>
<td>5</td>
<td>2413 - 3217</td>
<td>$4,400</td>
</tr>
<tr>
<td>6</td>
<td>3218 - 4022</td>
<td>$5,100</td>
</tr>
<tr>
<td>7</td>
<td>4023+</td>
<td>$5,800</td>
</tr>
</tbody>
</table>