



American Electric Power Relocation Expense Policy Guidelines

Renter's Policy

**Exempt Employees,
Non-Exempt Supervisors and
Newly Hired Exempt Employees
Salary Grade 10 and Above**

Effective Date: March 1, 2010

(Rev. January 2015)

INTRODUCTION

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Congratulations!

Congratulations on your move with American Electric Power!

As part of your new career decision, you and your family will face many new challenges and opportunities. The AEP relocation policy provides for reimbursement of certain, designated expenses which are directly related to the domestic relocation of an eligible employee, who is requested by the Company to relocate to a new work location. The policy is designed to help relieve you of the financial and physical burdens which normally accompany relocation.

Additionally, this relocation policy is designed to provide the information and tools necessary to make your move as smooth and easy as possible. Please read the material carefully to get an idea of the comprehensive assistance available to you and your family. As you prepare for each step of your move, rely on this information for a source of guidance.

American Electric Power (the Company) has contracted with SIRVA Relocation LLC (SIRVA) an international relocation services firm, to assist you in finding potential buyers for your home. If these efforts prove unsuccessful, SIRVA will offer to purchase your home, subject to the property meeting SIRVA's minimum requirements. In addition, SIRVA will assist you in locating a home for purchase at the new work location area and provide assistance in the movement of your household goods through its Moving Services unit.

Once your Relocation Authorization form has been received by SIRVA, your Relocation Consultant will contact you to begin the process.

DESCRIPTION OF BENEFITS

SIRVA Connect

SIRVA provides a website, "SIRVA Connect" to enhance your personal relocation experience. This website will serve as a convenient means for you to monitor the progress of your move, obtain information about your destination, and manage tasks related to your relocation. The SIRVA Connect website is at your fingertips at www.sirva.com/connect.

Important Notice

In order to be eligible for relocation program benefits, as well as minimize costs to the Company, **do not contact any real estate companies or agents before first talking to your SIRVA Relocation Consultant.** SIRVA will provide a list of qualified agents from which you may choose. These agents are carefully selected to provide the transferee with the highest agent experience and service levels. Failure to use pre-approved agents could jeopardize your relocation benefits.

By using a Realtor referred by SIRVA, both you and the Company will benefit. You will be insured of working with a Realtor that understands your needs as well as the objectives of the Company's program. And the company will benefit by keeping relocation costs to a minimum

Policy Component	Benefits-At-A-Glance
Lump Sum Payment	<ul style="list-style-type: none"> <input type="checkbox"/> The company will provide a lump sum payment to cover expenses related to House Hunting (e.g. travel, lodging, meals, telephone, parking, tolls, babysitting, etc.), Return trips to Former Location and Temporary Housing, as well as other miscellaneous expenses associated with your move not specifically outlined in the relocation guidelines. <input type="checkbox"/> Lump Sum Payment is based upon the distance to the new location <ul style="list-style-type: none"> ▪ Short move (<50 miles) = \$5,000 (less taxes) ▪ Long move (>50 miles) = \$15,000 (less taxes)
Paid Time Off	<ul style="list-style-type: none"> <input type="checkbox"/> You are eligible for up to five days off, with pay, for home finding trips and up to three days off, with pay, for the final move trip to the new work location, as needed <input type="checkbox"/> Additional time off with pay may be available at the discretion of your supervisor <input type="checkbox"/> New Hires: Please note that you must be on the payroll to be eligible for the paid time off
Home Finding Assistance	<ul style="list-style-type: none"> <input type="checkbox"/> Professional assistance provided by SIRVA <input type="checkbox"/> Expenses covered by Lump Sum Payment <input type="checkbox"/> If the distance is >350 miles, airfare for home finding trip(s) will be reimbursed in addition to the Lump Sum Payment with prior approval from Human Resources <input type="checkbox"/> Reimbursement is considered additional income and will be taxed accordingly and a cost adjustment will be added to cover estimated taxes.

DESCRIPTION OF BENEFITS

Policy Component	Benefits-At-A-Glance
New Home Purchase Assistance with Mortgage Assistance	<ul style="list-style-type: none"> <input type="checkbox"/> Included in this relocation policy is a no closing cost loan program, which is provided to the Company by SIRVA in conjunction with SIRVA Mortgage <input type="checkbox"/> If you choose not to participate in the no closing cost loan program, you may contact any other lending institution <input type="checkbox"/> If you choose another lender, you will receive reimbursement of normal and customary non-recurring buyer's closing costs up to 4% of the purchase price, less taxes, based on actual closing costs.
Temporary Housing	<ul style="list-style-type: none"> <input type="checkbox"/> Expenses covered by the Lump Sum Payment
Lease Break Penalty	<ul style="list-style-type: none"> <input type="checkbox"/> If a lease cancellation charge is unavoidable, you will be reimbursed for the penalty up to two months' rent <input type="checkbox"/> The Company will reimburse your security deposit if it is forfeited due to canceling the lease <input type="checkbox"/> Reimbursements are considered additional income and taxed accordingly and a cost adjustment will be added to cover estimated taxes.
Movement of Household Goods	<ul style="list-style-type: none"> <input type="checkbox"/> Professional van line coordinated by SIRVA <input type="checkbox"/> Includes packing, loading, transporting, unloading and unpacking of goods; including normal appliance servicing <input type="checkbox"/> Shipment of one automobile if your move is >500 miles; a second automobile may be shipped with prior management approval <input type="checkbox"/> Valuation to \$100,000; additional coverage may be requested, if needed <input type="checkbox"/> Storage to 60 days <input type="checkbox"/> Storage costs beyond 30 days will be included as income and taxed accordingly and a cost adjustment will be added to cover estimated taxes.
Final Trip to the New Location	<ul style="list-style-type: none"> <input type="checkbox"/> The Company will reimburse en route expenses from the old location to the new location incurred by you and your family <input type="checkbox"/> Reimbursable expenses include: <ul style="list-style-type: none"> ▪ Lodging en route plus last night at the old location and first night at the new location ▪ Meals ▪ Mileage <input type="checkbox"/> Reimbursements will be included as income and taxed accordingly and a cost adjustment will be added to cover estimated taxes.
Tax Liability	<ul style="list-style-type: none"> <input type="checkbox"/> The Company does not offer tax assistance for any reimbursements made or for any allowances provided. This means that certain non-excludable amounts paid directly to you will be shown as taxable income to you and appropriate taxes will be withheld from payments and reimbursements at time of disbursement. The Company has considered this tax liability, along with other relocation expenses, in determining the amount of cash payments made to you.

DESCRIPTION OF BENEFITS

Before You Get Started

Objective: The Company's relocation benefits are intended to:

- Facilitate your timely transition to the new location.
- Minimize your out-of-pocket expenses while effectively managing the Company's costs.
- Comply with Internal Revenue Service regulations.

Scope of Benefits: These benefits are designed for the sole purpose of providing support for relocations within the United States.

The Company reserves the right to amend, modify, suspend or terminate the relocation benefits and programs described at any time without advance notice. The Company retains the right to establish separate employee relocation policies and/or benefit packages in the event of unusual or uncommon circumstances.

The Company will have the final right of decision when interpreting the terms of the relocation benefits and programs or in any communication with you. This policy is not an offer, a contract, or part of either and in no way constitutes an employment contract.

Program Administration: The Company will authorize your relocation with SIRVA. Once notified, SIRVA will explain the Company's relocation benefits and process, and answer any questions that arise. During the relocation process, you must act and make decisions that are both prudent and reasonable in nature.

Eligibility: This policy applies to exempt employees, non-exempt supervisors and newly hired exempt employees (salary grade 10 and above) who are hired within the United States at the request of the Company. The relocation must be considered permanent or indefinite (i.e., there is no predetermined intention to return or transfer the employee back to the previous location or to another location within a one-year period), and the move must be completed within 12 months of the effective date of the relocation. The effective date is defined as the effective transfer/hire date. Benefits cease upon termination of employment.

The new employee will be required to enter into a Relocation Services – Employment Contract (Attachment C) with the Company. The Agreement states upon voluntary termination or dismissal for cause from the Company within one year of employment you will, upon request from the Company, be required to reimburse the Company for all payments made to you or on your behalf.

When family members are entitled to relocation benefits within this policy, the following definition of "family" will apply:

"The employee's spouse/domestic partner and dependent child(ren) who reside with the employee at the time of acceptance of transfer and who will reside with the employee at the destination location."

If the Company employs both you and your spouse, full benefits are available for only you.

Expense Reimbursement

Reimbursement for eligible moving-related expenses will be handled by SIRVA. Within 30 days of incurring an eligible expense, you must fill out a relocation expense reporting form and attach original receipts for all expenditures.

DESCRIPTION OF BENEFITS

The relocation expense form is then submitted to SIRVA's Expense Management Department. After SIRVA receives the form, the expenses will be checked for accuracy and consistency with the Company's relocation policy. Under no circumstances should relocation expenses be submitted on a business related expense form.

Your SIRVA Relocation Consultant will explain all the details of the expense reimbursement process. If at any time you are unsure whether or not an expense is reasonable in nature, appropriate and/or eligible for reimbursement under this policy, you should contact SIRVA prior to incurring the expense.

Lump Sum Payment

Lump Sum Payment: To assist you in your move to the new location, the Company will provide a lump sum payment. If you are a transferring employee, this payment is issued within 30 days of being authorized for relocation benefits. If you are a new hire, this payment is generally issued within 30 days of your hire date. The Lump Sum Payment is intended to cover expenses related to:

- Home finding trips
- Temporary housing, including return trips home
- Auto registration(s) and or driver's license
- Club membership or dues payments
- Laundry/dry cleaning
- Overnight mail or postage charges
- Phone, utility or cable deposits and installation fees
- Professional tax services (i.e. tax consulting or preparation)
- Boarding of pets
- Utility Deposits or Cancellation fees (i.e. security systems or cell phone service)
- Tips to movers
- Additional storage over 60 days
- Other potential expenses

The amount of the allowance is based upon the distance from your former home to the new work location as follows:

- If the distance is less than 50 miles (short move) = \$5,000 (less taxes)
- If the distance is 50 miles or more (long move) = \$15,000 (less taxes)

If the distance is greater than 350 miles, the reasonable cost of airfare will be reimbursed **(for home finding trips only)** in addition to the Lump Sum Payment, with prior approval from Human Resources. Reimbursement will include a cost adjustment to cover estimated taxes.

The Company has selected this option to provide you with greater flexibility in the planning and budgeting of your move. Although you are not required to submit expense reports for these expenses, except airfare, it is recommended that you maintain adequate record keeping for tax reporting and your own financial management

DESCRIPTION OF BENEFITS

Home Finding Assistance

SIRVA specializes in helping you locate the right home quickly and easily. To assist the Company in controlling relocation costs, you must allow SIRVA to make the first contact with the real estate agent(s) in the new location. SIRVA only recommends agents with a proven track record of successfully finding and selling homes. If you have a real estate agent you would like to recommend, it is important that you do not contact that agent. Instead, let your Relocation Consultant know who the agent is and where the agent can be reached. Your Relocation Consultant will then contact the agent to obtain his/her credentials and, if qualifications are acceptable, will select that agent.

You, members of your immediate family or other Company employees must not financially benefit (directly or indirectly) from the fees that the Company pays for services or other costs related to your relocation. It is for that reason that the Company will not reimburse a transferring employee, an immediate family member, another relative of the employee, or another Company employee (or his/her spouse) for any fees for services performed as a real estate agent or broker for the purchase or sale of the transferring employee's primary residence.

The SIRVA Relocation Consultant will contact you to review the program, explain the benefits and offer assistance. This assistance includes:

- Conducting a telephone interview with you to discuss your housing needs and wants at the new location. After this discussion, the Relocation Consultant will use the information acquired to recommend a realtor who is a relocation specialist in the area and who is knowledgeable regarding homes within the price range you have requested.
- Explaining "agency" and clarifying who the realtor is representing and why.
- Discussing realtor expectations so you fully understand what the realtor is expected to do for you and in what time frame.
- Reviewing purchase guidelines to help you make a good decision on the home you decide to purchase, including: disclosure hazards such as synthetic stucco, lead paint and other toxic hazards.
- Explaining comparable market analysis and encouraging you to have the realtor assist you in putting one together on the home you are purchasing. This will help you determine the best price for the property and eliminate purchasing an overpriced home.
- Assisting with negotiations—it can be very helpful to have the opinion of an uninvolved specialist when you are negotiating the purchase price of a new home.
- Reviewing the purchase agreement (contract). The Relocation Consultant will be available to look over the purchase agreement to determine that it is written in your best interests.
- Encouraging you to be prequalified with a lender. In many markets, sellers are requiring buyers to be prequalified at the time the offer to purchase is made.

Home Finding Trip: The Company provides up to five paid days off, as needed, for you to locate living accommodations at the new location. This timeframe includes travel time. All expenses are covered under your Relocation Allowance. If the distance is greater than 350 miles (one-way) to the new location, airfare will be reimbursed, less taxes, in addition to the Relocation Allowance. Before departing on a home finding trip you are encouraged to seek pre-approval for a mortgage from SIRVA Mortgage or another national lender.

DESCRIPTION OF BENEFITS

New Home Purchase Assistance

Executive Officers and Directors of American Electric Power Company, Inc. (AEP) or any AEP subsidiary with publicly registered securities are not eligible to participate in this program.

SIRVA will, through its affiliate, SIRVA Mortgage, provide various mortgage-related services for you if are purchasing a home in the new location. The assistance includes:

- Counseling on various types of loan programs available and the impact of those programs based upon your specific financial situation and relocation mortgage benefits.
- Pre-approval for mortgage financing, including credit review, so you are more aware of the value of a home you can acquire in the new location. You are encouraged to be pre-approved before embarking on a home finding trip. This benefit is without cost or obligation.

No Closing Cost Loan through SIRVA Mortgage: Non-recurring closing costs normally paid by you are eliminated through this relocation policy. Included in your relocation policy is a no closing cost loan program, which is provided to the Company by SIRVA in conjunction with SIRVA Mortgage. Policy requirements include that:

- You must make the new home purchase within 12 months of your effective date of relocation.
- The residence purchased must be the permanent residence of you and your family.
- The home purchased cannot be a mobile home or boat.
- You will be responsible for recurring costs such as prepaid interest, real estate taxes, and private mortgage insurance (PMI) which includes the VA Funding Fee.

Lender Other Than SIRVA Mortgage: If you choose not to participate in the no closing cost loan program, you may contact another lending institution. You will receive reimbursement of normal and customary non-recurring buyer's closing costs up to 4% of the purchase price, less taxes, based on actual closing costs. In order to receive reimbursement, you must submit a relocation expense reporting form accompanied by appropriate documentation (e.g. a copy of the final signed settlement statement).

Normal and Customary Non-Recurring Closing Costs: Typically, the following items are considered to be normal and customary non-recurring closing costs:

- Title insurance or fees for examination of title, as required by lender.
- Normal and customary escrow or closing fees charged by the Title Company and/or lender to close the sale. This does not include items such as taxes and insurance that must be paid in advance into escrow accounts.
- Normal and customary attorneys' fees.
- Discount points paid to reduce the interest rate on a mortgage obtained at the new location as follows:

DESCRIPTION OF BENEFITS

If 30 year rates are:	Discount Point
8.0% or lower	0 points
8.01% - 9.09%	1 point
9.01% - 10.0%	2 points
Over 10.01%	3 points

The 30-year rate for a given month will be the Federal National Mortgage Association (Fannie Mae) posted yield on 30-year mortgage commitments for delivery within 30 days as indicated in the Wall Street Journal on the first working day of each month. The 30-year rate and related point reimbursement amount will be determined as of the date you lock in a mortgage rate with the new lender.

Any additional seller's costs that you agree to will be at your own expense.

New Construction: In some areas, it is customary for buyers to incur closing expenses in connection with a building or construction loan. These upfront costs during construction are reimbursable. Closing costs incurred following completion of construction are reimbursable provided the transaction is completed within one-year of the transfer or start date.

Lease Break Penalty

Lease Cancellation Charges: If you rented your primary residence at the former location and a lease cancellation charge is unavoidable, you will be reimbursed for the penalty up to a maximum amount equal to two months' rent. You will also be reimbursed for the loss of a deposit due to canceling the lease. A copy of the lease agreement, indicating the penalty, and a paid receipt are required for reimbursement. No reimbursement will be made for forfeiture of a lease deposit as a result of negligence by you or for penalties arising from damage repair, painting, or cleaning costs.

- Reimbursement will be treated as taxable income and taxed accordingly and a cost adjustment will be added to cover estimated taxes.

Securing a New Lease: In order to avoid any future penalties to either you or the Company, a transfer clause can be inserted into any lease that you sign at the new location. The following clause is recommended:

"In the event the renter is transferred, or decides to purchase or build a home during the term of this lease, this lease may be terminated upon thirty (30) days written notice to landlord with no penalty to renter. Renter will provide a copy of the employer's relocation authorization."

Non-Reimbursable Expenses: The following rental expenses are not reimbursed:

- Cleaning fees
- First and/or last month's rent
- Utility deposits

In addition to the expenses listed above, the Company will not reimburse any refundable rental expense.

DESCRIPTION OF BENEFITS

Temporary Housing

If you are unable to move into your new permanent residence but are needed to report to work in the new location, your temporary housing accommodation expenses are covered by the Lump Sum Payment. The payment is also to be used toward transportation costs for trips home during your temporary housing period.

Movement of Household Goods

SIRVA has selected a moving company to assist you with the movement of household goods and will coordinate the details. The cost of moving household goods from your former residence to your new home will be paid directly by SIRVA. One extra pick-up and delivery en route to the new location will be provided. Any additional pick-ups and deliveries or other special situations, will be at your expense.

The moving company selected will perform all packing, loading, transporting, unloading and unpacking required, including normal appliance servicing. Movement of your household goods is to be scheduled during normal business hours and any exceptions require prior approval from management. The mover will provide all required packing materials and remove the debris upon completion of the move.

Special arrangements for shipping antiques or other items of extreme value must be approved in advance and supporting documentation such as insurance appraisals are required for verification. The Company does not cover the costs of appraisals.

Excluded Items, Services and Costs: Movement of the following items are not covered by the Company:

- Aerosol products or flammable materials
- Animals including household pets
- Any items requiring excessive or special van accommodations
- Boats, campers or trailers 14 feet in length or longer
- Farm equipment
- Firewood, logs, patio blocks or other construction materials
- Frozen foods or other perishables
- Furnishings from a second home
- Jewelry
- Liquors or carbonated beverages
- Money
- Personal papers, records, tickets, securities or legal documents
- Pets
- Plants
- Stamps, coins or other valuable collections

In addition to the above list, the following are services or costs that are not normally covered by the Company and must be approved in advance by Human Resources:

- Additional labor for dismantling and re-assembling large yard items (i.e. swimming pools, spas, storage sheds, satellite antennas, swing sets, farm equipment, etc.) Draining and filling of waterbeds

DESCRIPTION OF BENEFITS

- Overtime charges for weekend or holiday moves

Pre-Move Survey: Prior to the start of packing, the moving company representative will complete a survey, by phone or in person, of those household goods you will be moving. This survey is used to determine what services, materials and equipment will be required to complete your move. If, after the survey has been completed, you decide to move additional items of significant size or weight, you must notify the moving company representative so that the proper materials are available and proper space is allowed on the moving van.

Inventory List: Read the inventory list prepared by the movers very carefully before you sign the document. You will want to be sure it is accurate and includes all goods intended for shipment. When your goods arrive, you or a responsible family member must be present to check off every item brought into your home.

Storage In-Transit: If you must vacate your previous residence before you have procured permanent housing at the new location, the Company will pay for storage costs of household goods for up to 60 days. Additional storage will be at your expense unless an extension is approved in advance by Human Resources. All storage costs provided by the Company beyond the first 30 days will be reported as income to you and taxed accordingly.

If the length of storage is anticipated to exceed the 60-day limit, it is recommended that you request an estimate from your Relocation Consultant. Storage costs are figured on a daily basis and rates may vary based on weight, length of time in storage, location, and time of year.

Your mover will designate an agent to arrange storage of your goods. Make sure you obtain the name, address, and telephone number of the warehouse where your goods will be stored.

Valuation: All premiums to cover loss or damage to furniture and household goods caused by fire, theft, collision, or water while in transit and/or storage on a replacement value basis or less based on the weight of the shipment. The limit of coverage is \$100,000, without a declaration by you of greater value, which will require an added premium. You should confirm with the moving coordinator the length of time in which to file a claim following the delivery of goods. If your belongings are placed in a self-storage facility, a claim can only be filed for damages/missing items noted at time of delivery since self-storage facilities are not completely secure and often are prone to theft and vandalism. It is recommended that you also inspect all seasonal items (i.e. holiday ornaments, lawn mowers, etc.) soon after the move to avoid issues that may arise after the period to file a claim has lapsed.

Damaged Goods: If you discover any damage to your goods, set the damaged goods and container aside and immediately notify your Relocation Consultant for directions on how to file a claim. Cost consideration is not given for sentimental value you may have for your item(s).

Automobiles and Recreational Vehicles: If the distance to new location is greater than 500 miles, and the number of each item below is within reason for the size of your family, the Company will pay to ship:

- One automobile provided it is in working order
- Boat(s) 14 feet or less in length, including the trailer

DESCRIPTION OF BENEFITS

- Motorcycles
- Riding mowers or garden tractors
- Snowmobiles

A second personal vehicle may be shipped with prior management approval. See the "Final Trip to the New Location" section for mileage coverage should you choose to drive your automobile(s) to the new location. The Company covers up to a total of two automobiles, whether by shipping or mileage reimbursement, or a combination of the two.

Tax Impact: The cost to move your household goods and up to 30 days of storage is not taxable; therefore these amounts will not be shown as income to you. Any additional days of storage provided will be shown as income to you.

Final Trip to the New Location

The Company will reimburse actual and reasonable en route expenses from the old location to the new location incurred by you and your family as indicated below. All travel should be booked through and in accordance with the Company's travel policy.

The Company provides three paid days off, as needed, for your final trip. The Company will reimburse the following expenses for you and your family's final trip to the new location:

- Lodging
 - Includes one night in both the departure and destination locations and nights en route
- Meals
 - Reasonable costs
- Mileage
 - Reimbursed at current Company rate for up to two automobiles (see the "Movement of Household Goods, Automobiles and Recreational Vehicles" section)
 - The Company covers up to a total of two automobiles, whether by shipping or mileage reimbursement, or a combination of the two
 - Local mileage prior to departure day at the former location and after arrival day at the new location is NOT eligible for reimbursement

Your trip must be made by the most direct route—no vacation, extended trips, personal side trips or leisure travel will be covered. It is required that you cover at least 400 miles per day.

Tax Impact: Lodging and mileage expenses within the IRS guidelines are not taxable; therefore these amounts will not be shown as income to you. Meals and mileage reimbursements where a vehicle(s) is driven that exceed current IRS rate are taxable.

DESCRIPTION OF BENEFITS

Tax Liability

Most reimbursements made to or on your behalf that are directly related to relocation are considered taxable income. The Internal Revenue Service has taken the position that all reimbursements made directly to you by the Company are considered "compensation for services" except for shipment of household goods, storage-in-transit for up to 30 days and travel to the new location (excluding meals and reimbursed mileage over the current IRS rate) **provided** the IRS "tests" are met. You must report all relocation reimbursements on your federal income tax return.

Internal Revenue Service Regulations: The Revenue Reconciliation Act of 1993 resulted in a number of changes in how moving expenses are to be treated and which of those expenses will continue to be tax deductible. To begin with, the following criteria must be met:

- The commute from your old residence to the new work place must be at least 50 miles farther than the commute from your old residence to the old place of work by the shortest, most commonly traveled route.
- You must be employed full time for 39 weeks. The 39 weeks must occur during a 12-month period that begins when you arrive at the new location. This requirement is waived in case of death, disability, involuntary termination or retransfer at the Company's request.
- Except for some circumstances that involve your ability to move your family to the new location, the requirements calls for expenses to be incurred within one year of arrival in the general area of the new job location.
- Any expense that you incur must be "reasonable" in nature to be deductible. Expenses that are excessive will not be deductible.
- The move itself must be related to either continuing work at a new job location or starting a new job at a new location.

Definition of Moving Expenses: After the above criteria have been met, the IRS recognizes the following as "moving expenses:"

- Costs related to the movement of household goods and personal effects from the former residence to the new residence.
- 30 days of storage
- The cost of transportation (mileage limited to the current IRS rate) and lodging for you and your family during the final move from the former residence to the new residence.

Payment of these "excludable moving expenses," either directly or through reimbursement from the Company will be excluded from your reported income.

Other moving expenses that are either reimbursed or paid directly by the Company will be reported as taxable income. These expenses may include such items as:

- Reimbursement for meals, lodging, transportation and other expenses that occur while home finding, traveling, or residing in temporary housing.
- Reimbursement or direct payment by the Company for expenses relating to the purchase of a new residence.
- Reimbursement for expenses relating to the sale of the old residence when you do not accept or were not eligible for the Home Sale Assistance program.
- All allowances.

DESCRIPTION OF BENEFITS

Tax Table: Below is a chart indicating which expenses are excludable from your W2 income.

Policy Component	Excludable
Relocation Allowance (home finding trip & temporary housing)	No
New Home Purchase Assistance: - Employee participates in no closing cost loan - Employee does not participate in no closing cost loan	N/A No
Movement of Household Goods: - Van line services - Valuation - Storage of household goods to 30 days - Storage of household goods after 30 days - Automobile(s)	Yes Yes Yes No Yes
Final Trip to the New Location: - Meals - Lodging - Mileage reimbursed to current IRS rate - Mileage reimbursed above current IRS rate	No Yes Yes No
NA = Not Applicable	

ATTACHMENT: RELOCATION SERVICES – PAYBACK AGREEMENT

THIS AGREEMENT, made and entered into this _____ day of _____ by and between AMERICAN ELECTRIC POWER, a corporation (hereinafter called "Company") and _____ of _____ (hereinafter called "Employee").

WITNESSETH THAT

WHEREAS, Employee proposes to accept employment as an exempt employee of the Company at _____, _____ and;

WHEREAS, Employee, in order to accept such position, must move his place of residence to _____ or its environs; and

WHEREAS, Company is willing to pay the moving and incidental expenses of Employee provided Employee agrees to certain conditions.

NOW, THEREFORE, for and in consideration of the agreement hereinafter contained, Company and Employee do hereby agree as follows:

Company will pay the moving and incidental expenses of Employee in accordance with the **Relocation Expense Policy Guidelines (Renter)- Exempt Employees, Non-Exempt Supervisors and Newly Hired Exempt Employees Salary Grade 10 and Above.**

Should Employee voluntarily terminate his/her employment with the Company, or be terminated for cause, within one year from the date of his/her employment, Employee, upon request of the Company, agrees to reimburse Company, promptly upon such termination, for all payments made to Employee, or in his/her behalf pursuant to the **Relocation Expense Policy Guideline (Renter) - Exempt Employees, Non-Exempt Supervisors and Newly Hired Exempt Employees Salary Grade 10 and Above.**

IN WITNESS WHEREOF, the parties hereto have executed this Agreement, the day and year first above written.

AMERICAN ELECTRIC POWER

By: _____ Date: _____
(Company Representative)

By: _____ Date: _____
(Employee)