



FAQ: Intern Corporate Housing Deductions

How does the corporate housing deduction work?

Those living in furnished corporate housing subsidized by Amazon are required to pay a portion of the rental payment through payroll deductions. Please refer to your relocation policy or speak with your Graebel consultant to determine the deduction associated with the housing option in which you are placed. Graebel will do their best to place you in your preferred housing option however, we cannot guarantee that is the option where you will be placed. Your deduction and housing incentives will be managed in accordance with the rooming arrangement in which you are placed.

If I am not in corporate housing a full month, how will my deduction be handled? Deductions are prorated daily based on the number of nights you are in selected housing in a given month. ***Please note the deductions detailed below are stated in USD and will be converted to local currency at the time they are applied to your paycheck. ***

- Single Occupancy - \$500/month deduction
- Double Occupancy (roommates) & University Housing - \$300/month deduction
- Families (any size) - \$800/month deduction

What if I notice that no deduction was taken for one or more months?

Depending on when your internship starts, and your arrival date into housing, your first month's deduction may not happen in the first month. If this is the case, you will receive two deductions the following month.

Who do I contact if the amount deducted from my paycheck is incorrect?

If you believe your deduction has been calculated incorrectly, notify the Employee Resource Center (ERC) via TroubleTicket: <http://tt.amazon.com>.

C: Human Resources

T: Payroll

I: Payroll Correction

Or contact the ERC by phone: (888) 892-7180

FAQ: Intern Housing information

Am I able to bring my pet with me into intern housing?

Pets are not allowed in any intern housing provided by Amazon. If you need to bring your pet with you to your internship you will need to choose the housing stipend option and secure your own housing.

Will all interns be housed in the same location?

Amazon uses multiple housing types that include university housing, corporate apartments and hotels. These vary by location.

Will I get to choose my housing type or housing location?

You may choose whether you prefer a roommate or single occupancy however housing preferences are not guaranteed. Placements are based on availability. If you prefer more flexibility in the rooming arrangement or the neighborhood where you reside, you may choose the stipend option and secure your own housing.

Does Amazon provide renters insurance?

Amazon does not provide renters insurance to cover your personal belongings or damages to the property that take place during your stay. You will need to secure your own renters insurance coverage to ensure your belongings are protected.

Can I have additional furnishings/furniture added to our unit (i.e. additional desks, kitchen items, AC units, box fans, etc.)?

You will be able to contact your Graebel consultant if you are in need of any additional items in your unit. Some items, such as AC units, may be available at a cost to you.

FAQ: Housing Stipend

Will Graebel assist me in finding housing if I choose the housing stipend?

The one-time stipend is a do-it-yourself scenario where you will manage housing on your own (i.e. searching, securing, furnishing and paying for your housing). Graebel will not be setting up a corporate housing provider or rental finding agency to secure housing for you if you elect the stipend option.

I have received the housing stipend from Graebel, however; I am having a hard time finding housing on my own. Can I take the subsidized corporate housing instead?

Once you have notified Graebel of your decision between corporate housing vs. housing stipend then this decision is final. Shortly after confirming with your Graebel consultant, he/she will begin setting up services based on the policy. If you are experiencing issues finding housing on your own, there are apartment finding agencies you can work with to assist with housing. Please note the housing stipend would be meant to cover these costs, along with your monthly rental payments.

What housing stipend amount can I expect to receive?

Your stipend amount will be based on the region in which you are employed, and will be yours to apply toward housing of your choice. The regional structure is defined by the Amazon Compensation Team. The figures listed below are stated in USD and will be converted to local currency at time of payment. Please speak with your recruiter or Graebel relocation consultant for confirmation of the stipend amount available to you. Please note, the stipend is advanced at 50% 30 days prior to your start date. The remaining amount, after taxes, will be paid through your monthly payroll.

- Discount Region: \$1,500 USD per month (30 days) of employment.
- Standard Region: \$2,500 USD per month (30 days) of employment.
- Premium Region: \$3,500 USD per month (30 days) of employment.

Why is the housing stipend I received less than the amount outlined in the regional pricing?

Your payment is considered taxable income and as such, taxes will be removed. A 50% advance of your payment will be made by Graebel up to 30 days before your start date. This practice ensures funds are available to you at the time of relocation for use toward out-of-pocket relocation expenses. Taxes will be calculated based on the data you provide to Amazon about your personal tax withholding rate. Once taxes have been deducted, any remaining amount will be paid within 60 days of employment via Amazon payroll. There may be some locations where you may not receive additional funds due to the tax withholding rate being at or above the 50% remaining.

How will the housing stipend be adjusted if my internship is extended or my employment ends prior to the last day of my internship period?

- Internship extension: Housing stipend will be pro-rated based on regional amount and will be prorated daily for partial months.
- Internship ending earlier than internship period per offer letter: Must make arrangements to pay back a pro-rated portion of those funds to Amazon.

Intern Corporate Housing vs. Housing Stipend: Pros/Cons

	Pros	Cons
Housing	<ul style="list-style-type: none"> • The search and placement is the responsibility of the housing vendor. • Utilities and furnishings are included. • Likely to be placed in housing with other interns. • Potential for on-site social event hosting arranged by the housing vendor. • Cost to intern only \$300/month for University housing (Seattle only), \$300/month for 2 bedroom with roommate, \$500 a month for single hotel or corporate housing and \$800/month for 2 bedroom with families. 	<ul style="list-style-type: none"> • Single occupancy/roommate preference is not guaranteed. • The location is pre-determined by Amazon and no options will be presented. • Once you choose the temporary housing option, you will not be allowed to change back to the stipend option. • If you chose to move out, you will not be eligible for the stipend and the housing deduction will remain in effect regardless of whether or not the intern is residing in the unit. • Temporary Housing is a higher cost benefit that is considered taxable income to you. Amazon does provide gross up to help reduce the tax burden, but this will increase your overall income for the year.
Stipend	<ul style="list-style-type: none"> • Flexibility of rooming arrangement. • Flexibility in preferred neighborhood in which to reside. • Not limited to vendor inventory. • Less costly than the corporate housing option provided by Amazon. 	<ul style="list-style-type: none"> • Potentially challenging to negotiate a 3 month lease. • Up-front costs potentially include deposits, 1st/last month's rent, utilities, etc. • Stipend is paid as an advance at 50%.

Once you choose your preferred option (housing vs. stipend), you are bound to that decision.

FAQ: Travel

Interns traveling within the U.S. and Canada will book their travel using the online booking tool. An email with access to the tool along with details on how to log-in will be sent to you separately.

How do I book my air travel?

You will receive a separate email from Carlson Wagonlit Travel with a link to book your flights.

What if I am traveling with my spouse or children?

Eligible family members will receive their own travel link. If a travel link is not received, contact your Graebel consultant for assistance.

Can I book one-way travel vs. a round-trip?

Round trip tickets, in nearly all cases, are more cost effective than a one-way ticket. Please book a round trip ticket when finalizing your travel to your intern location.

What is the travel booking deadline?

Please book your travel at least 14 days prior to your travel date. This ensures that you will be presented with the lowest fares when booking online and falls within the Amazon travel policy.

Which location should I use to book my travel?

Travel should be booked from your home or school location and only to the destination of your internship. All itineraries will be reviewed by your Graebel consultant to ensure that origin and destination cities match what they have on file.

Can I book a refundable fare?

You should book the lowest, round-trip, non-refundable fare while choosing your flight itinerary. The tool will help identify fares that are within Amazon policy.

Which classes of airfare can I book?

Economy Plus, Business and First class travel are prohibited for all employees of Amazon.

How will I pay for my ticket?

Please use the prepopulated credit card from the drop down menu when finalizing your travel.

Who should I contact if there is an error in the travel booking process?

Please contact your Graebel consultant or CWT directly 866-746-4647 Ext 3 – Relocation Team
Amazonrelocationtravel.us@contactcwt.com