

To: All Plant Contacts

From: UAW-GM Relocation Services

In the spirit of effort of continuous improvement and an effort to cut costs, we will no longer be using outside sources to assist with relocation and spousal assistance. These services will be provided through the UAW-GM Relocation Services located at the Center for Human Resources (CHR).

To begin the process when an employee is relocating to another location (Paragraph 96 or Extend Area Hire), he/she signs a promissory note which is faxed to an on-line **fax (248-267-4588)**. This is a secure fax line to ensure that social security numbers remain confidential.

Once the promissory note is received, a relocation account is created for the employee's relocation and the account is assigned to a Consultant. Our Consultants will contact the relocating employee directly. The Consultant will review the program and assess the employee's and family's needs. In addition, the employee can contact UAW-GM Relocation Services at our toll free number **866-256-8105** .

UAW-GM Relocation Services has many benefits to offer:

- Review of relocation program and payments
- Preferred broker network (purchasing or selling homes)
- Mortgage companies
- Movers
- Temporary living facilities
- Process advance of one/two year payments for home purchase in new location
- Spousal assistance and more

Please know that I and our staff are here to help during these difficult times.

We recognize moving is one of the hardest things to do; we can help by making this transition smoother.

Thank you,

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