

DISASTER RELIEF LOAN APPLICATION
Texas Hurricane Harvey/Louisiana Tropical Storm
Harvey (2017)

Employee Name:	SAP #:	Department:	Work Location:
Job Title:	County/Parish of Primary Residence:		
Home Address:			

ELIGIBILITY FOR A DISASTER RELIEF LOAN: All eligibility criteria for a Disaster Relief Loan are contained in the Disaster Relief Program Guidelines and the accompanying Disaster Relief Program Hurricane Harvey Criteria established specific to this Natural Disaster. The terms of the Guidelines and Criteria are incorporated into this Application. In order to qualify for a loan under this program, you must meet the eligibility criteria and sign all required documentation. M-Level employees, executives and officers are ineligible for assistance under this Program.

PROCESS:

1. Fill out and submit the Disaster Relief Loan Application to ReliefLoans@lyondellbasell.com.
2. If you have not already applied for a grant from the Lyondell Disaster Relief Fund (LDRF), please include with your application pictures of the damage sufficient to allow the Company to determine that you meet the criteria in 1 and 2 below (i.e. pictures of water line inside dwelling, removed drywall, damaged personal belongings, etc.). If you have already applied for a grant and submitted supporting documentation, the Company will defer to the determination of the Board of Directors of the LDRF as to whether you meet the damage criteria.
3. Your application will be reviewed as soon as administratively possible and you will be informed whether it has been approved, if additional information is necessary or if you do not meet the eligibility criteria.
4. You will be provided with the Disaster Relief Loan Promissory Note and Payroll Deduction Authorization, as well as the Certification for Section 139 Disaster Relief Payment. You must sign and return these documents. Once the Company has received these documents from you, your loan will be funded as soon as administratively possible.

Employee Situation (Criteria)	Check Yes or No
1. Did you experience significant damage to your house/dwelling due to Hurricane Harvey?	1. Yes_____ No_____
2. Did you experience significant damage to furnishings or personal belongings (beyond mere carpet damage) due to Hurricane Harvey?	2. Yes_____ No_____
3. Do you have flood insurance that covers your structure and belongings?	3. Yes_____ No_____
4. Have you applied for a grant through the Disaster Relief Fund? (Eligible employees may receive both a grant and take out a loan)	4. Yes_____ No_____

LOAN LEVELS:

Level 1 Loan – maximum \$10,000 – must meet criteria 1 and 2 below.

Level 2 Loan – maximum \$15,000 – must meet criteria 1 and 2below and not have flood insurance that covers structure and belongings.

I am eligible for, and am requesting, a Level 1 Loan in the amount of \$_____

I am eligible for, and am requesting, a Level 2 Loan in the amount of \$_____

TAXABILITY OF DISASTER RELIEF LOANS: This loan is exclusively for tax-exempt use and, therefore, there is no tax impact on the employee. This loan may only be used to pay personal family expenses incurred as a result of Hurricane/Tropical Storm Harvey, including property losses (such as residence, home furnishings, vehicles, etc.) or living expenses. This loan may not be used to pay for any expenses reimbursed through insurance.

By signing below, I acknowledge that I have read the Disaster Relief Program Guidelines and the Disaster Relief Program Hurricane Harvey Criteria. I understand that approval of my application is contingent upon my meeting the required criteria and signing all necessary documentation. I attest that all of the information I have provided above is true and accurate.

Employee's Signature_____ Date_____