

Retirement Benefits Checklist

ACTION ITEMS

There’s a lot to keep in mind when you retire. The following checklist will help you keep track of what you need to know and do regarding your Company retirement benefits — as well as resources outside Chevron Phillips Chemical — to prepare for your retirement.



Place a ✓ next to the action item when completed:

RETIREMENT PLAN

- Contact administrators of previous employers’ retirement plans (see “Other Financial Accounts” below)
- Request retirement packet and complete and return to Fidelity (forms must be returned prior to benefit commencement date)
- Contact the Chevron Phillips Pension and Savings Service Center with questions at 1-866-771-5225

401(k) PLAN

- Contact administrators of previous employers’ savings plans (see “Other Financial Accounts” below)
- Review distribution options
- Contact the Chevron Phillips Pension and Savings Service Center with questions at 1-866-771-5225

MEDICAL PLAN OPTIONS

COBRA (You will receive your COBRA packet approximately three weeks after your official retirement date*)

- Review plan information
- Consider coverage options (your retirement is a qualified status change, so you can change plan options if desired)
- Review rates
- Determine if you are adding/dropping dependents
- Select option by completing the Election Notice and return the forms within 60 days to the address included in the packet from Aetna
- Contact Aetna Individual Billing Administration at 1-800-429-9526 with questions

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* Last day on the Chevron Phillips Chemical payroll.

Chevron Phillips Chemical Retiree Medical for Retirees and Dependents under age 65 (typically after COBRA eligibility expires)

- Review plan information
- Consider coverage and streamlining options
- Review rates
- Determine if you are adding/dropping dependents
- Select option
- Contact the Chevron Phillips Benefits Service Center with questions and **to make elections or waive coverage** at 1-800-446-1422 (Option 1)
- If desired, sign up for streamline reimbursement of Retiree Medical premiums from your Retiree Reimbursement Account (not available for COBRA coverage)

AARP Medicare Supplement Plans for Retirees and Spouses age 65 or older, or Medicare-eligible (You will receive your AARP packet soon after your official retirement date)*

- Review plan information
- Consider coverage options
- Determine if you are adding/dropping dependents
- Select option
- Enroll and return forms to AARP immediately
- Contact AARP Health Care Options Customer Service directly at 1-800-392-7537 for more details

Medicare and Medigap

- Review information on Medicare and on Medigap Rx plan policies (go to www.medicare.gov for more details)
- Enroll in Medicare up to three months before your 65th birthday

RETIREE REIMBURSEMENT ACCOUNT (RRA)**

- Review plan information
- Obtain RRA reimbursement forms under "Forms/Documents" on www.mycpchembenefits.com
- Contact PayFlex with questions at 1-888-678-8242

Please note: If you elect retiree medical coverage from Chevron Corporation or ConocoPhillips, subsidized retiree medical premiums through the parent company's retiree health plans are not eligible for reimbursement from your RRA. However, you can use your RRA for other out-of-pocket health care expenses.

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* Last day on the Chevron Phillips Chemical payroll.

** You are automatically enrolled in the RRA upon retirement and will receive an RRA Welcome packet soon after your official retirement date (last day on the Chevron Phillips Chemical payroll).

HEALTH SAVINGS ACCOUNT (HSA)

- Review the HSA Summary Plan Description at www.mycpchembenefits.com
- Use your HSA balance to pay for retiree medical expenses (**Note:** You are not eligible to make new HSA contributions if you have an RRA balance)
- If you keep your HSA at Fidelity, Chevron Phillips Chemical pays the account maintenance fee
- Contact the Chevron Phillips Benefits Service Center with questions at 1-800-446-1422 (Option 1)

HEALTH CARE AND DEPENDENT CARE FLEXIBLE SPENDING ACCOUNTS (HCFA AND DCFA)

- Review the Flexible Spending Accounts Summary Plan Description on www.mycpchembenefits.com
- Request reimbursement from the DCFA for eligible dependent care expenses incurred for the remainder of the retirement year, up to the amount contributed by your official retirement date
- Request reimbursement from the HCFA for eligible health care expenses incurred on or before the official retirement date, up to your annual election amount
- If desired, continue HCFA coverage by making after-tax contributions through COBRA
- Contact the Chevron Phillips Benefits Service Center with questions at 1-800-446-1422 (Option 1)

EMPLOYEE ASSISTANCE PROGRAM (EAP)

- Review EAP flyer enclosed in your packet
- Contact the Chevron Phillips Benefits Service Center with questions at 1-800-446-1422 (Option 1)

DENTAL

- Review the Dental Summary Plan Description at www.mycpchembenefits.com and premium rates at www.cpchembenefits.mercerhrs.com
- Consider coverage options, including the Preventive/Comprehensive Dental Plans and COBRA/Retiree Dental (both COBRA and Retiree Dental can continue past age 65)
- Determine if you are adding/dropping dependents
- Select option
- Enroll in COBRA dental by completing the Election Notice and returning to Aetna, or enroll in Retiree Dental by calling the Chevron Phillips Benefits Service Center at 1-800-446-1422 (Option 1)
- If desired, sign up for streamline reimbursement of Retiree Dental premiums from your Retiree Reimbursement Account (not available for COBRA coverage)

LIFE INSURANCE

- Review MetLife brochure enclosed in your packet for details about conversion and portability options
- Consider coverage options
- Select option
- Contact MetLife directly at 1-877-275-6387 to convert or port your coverage

SOCIAL SECURITY

- Contact Social Security at 1-800-772-1213 or www.ssa.gov to request a current estimate of your Social Security benefits

Parent Company Information

If you need assistance with retirement benefits from your parent company, call:

- Chevron Corporation Inquiries: 1-888-825-5247
- ConocoPhillips Inquiries: 1-800-622-5501

Other Financial Accounts

If you need help in locating past savings or investment accounts and other financial assets, go to:

- The National Association of Unclaimed Property Administrators Web site, www.unclaimed.org, for help in locating savings and investment accounts or other financial assets.
- The Pension Benefits Guaranty Corp., www.pbgc.gov, for help in locating retirement benefits.
- The FDIC Web site, www.fdic.gov, for help in locating bank accounts.
- The Bureau of the Public Debt, www.publicdebt.treas.gov, for help in locating Treasury Bills or other federal investments.