

Retirement Checklist for Employees

This is a recommended timeframe for activities to complete before you retire from BSC, assuming you retire at age 65. Depending on your age at retirement, you may need to adjust the timeline to suit your needs and schedule. This is not an all-inclusive checklist, rather a starting point to be sure you take advantage of the BSC-provided services available to you.

Prior to retirement:

Take advantage of BSC-provided resources to evaluate or plan for your retirement. (All websites and 800 numbers are listed under “BSC-related or provided resources”)

- Vanguard: BSC’s 401(k) recordkeeper, user friendly financial planning tools, calculators and video blogs; online or personal retirement planning available
- E*Trade: BSC’s stock plan recordkeeper, tools and resources, focus on company stock you own in equity plans

Employee Assistance Program (the EAP, through Guidance Resources): financial planning videos and resources

12 months before you retire:

Locate all potential BSC provided financial benefits due you:

- Vanguard (401(k) plan, certain non-qualified plans), E*TRADE (DSUs, stock options, GESOP stock), Health Equity (HSA)
- BCU (Baxter Credit Union)
- Locate all other sources of retirement income for you (spouse’s retirement accounts, joint accounts, others)

9 months before you retire:

- Confirm your beneficiaries are up to date on all your financial accounts and life insurance(s)

6 months before you retire:

- Know your options for health insurance:
 - Is your spouse still working? Loss of coverage is a Qualifying Life Event that can make you eligible for a Special Enrollment Period under his/her employer group health plan.
 - Have you considered COBRA continuation coverage? Visit www.dol.gov for information.
 - Are you under age 65? Visit www.healthcare.gov to shop for coverage in your area.
 - When will you sign up for Medicare? Your Initial Enrollment Period begins 3 months before the month in which you turn 65.

- Visit www.medicare.gov to research Medicare coverage details and plan options. Decide if you want Original Medicare or a Medicare Advantage Plan.
 - **Do you have an HSA?** You are ineligible to contribute once enrolled in any part of Medicare. Visit www.irs.gov and view Publication 969 for more details.
- Mark your calendar with Medicare enrollment dates and deadlines.

Time Critical Actions to take after your retirement date:

- **BSC Termination Letter:** This is mailed to you within 10 business days of your termination from the HR Service Center. Review this for a consolidated list of your BSC benefits.
- **Chard Snyder COBRA letter:** Mailed to you within 10-14 business days of your retirement. Review to be informed of your rights and obligations regarding the possibility of the continuation of your group health coverage and other health care coverage options through COBRA. Must be elected within 60 days of your retirement date.
- **Vanguard letter:** Mailed to you within 8-10 business days of your retirement. Review your next steps and distribution options for the savings you've accumulated in your BSC 401(k) plan. Loans must be repaid within 90 days of termination or become a taxable event to you.
- **Update your mailing and email addresses** on your financial accounts if you change your primary or preferred address(es) after your leave BSC. Contact the benefit provider directly (Vanguard, E*TRADE, Chard Snyder, Health Equity).

BSC-related or provided resources:

- bscbenefitsconnect.com/us/index.html - Links to all BSC benefit partners and sites
- hrconnectusbenefits@bsci.com- BSC's HR Service Center. General benefit questions. 1-800-570-4455
- www.vanguard.com - BSC 401(k) Plan: 1-800-523-1188 (Plan # 091488)
- www.etrade.com – GESOP and other BSC stock programs: 1-800-838-0908
- www.healthequity.com - Health Savings Accounts (HSAs): 1-877-694-3938, available 24/7, 365 days a year
- www.guidanceresources.com - (EAP): 1-866-812-5303 available 24/7, 365 days a year. [Company ID for website: EB3414X]
- www.bcu.org/Member-Center/Maximize-Your-Membership - Baxter Credit Union (BCU) – personal savings/checking accounts: 1-800-411-5300
- [BSC Vendor Contact List](#)

External Resources for Retirement Planning:

- www.SSA.gov - Official Social Security Website, 'My Social Security' Log in, Online Services, Retirement Estimator, FAQs, Check Application Status, Calculators, Forms
- www.Medicare.gov - Official U.S. government site for Medicare. Sign Up/Change Plans, Your Medicare Costs, What Medicare Covers, Drug Coverage (Part D), Supplements & Other Insurance Claims & Appeals, Manage Your Health, Forms/Help & Resources

- www.HealthCare.gov - Official U.S. government site for Healthcare. HealthCare Basics, Enroll in healthcare, Re-enroll or Change Plans
- www.LongTermCare.gov - U.S. Department of Health and Human Service's site for services and resources regarding LTC
- www.AARP.org - Retirement resources, calculators, articles and even video on topics ranging from Social Security distributions to LTC Insurance
- www.MyMoney.gov - Publication of the U.S. Financial Literacy and Education Commission. A compendium of links to other government Web sites.
- www.AnnualCreditReport.com - Consumer Financial Protection Bureau: Authorized by Federal Law, PLUS the only source for your Free Credit Reports.