



Benefits to Fit Your Life

Life Events

| | |
|---|---------------|
| Adopting a child..... | 1-4 |
| Having a baby..... | 4-6 |
| Child ceases to be eligible for benefits..... | 7-8 |
| Death of a child..... | 8-10 |
| Death of a spouse..... | 10-13 |
| Getting divorced..... | 13-16 |
| Getting married..... | 16-18 |
| Getting separated..... | 18-21 |
| Moving to a new address | 22 |
| Terminating with the Company | 23-25 |
| Newly hired..... | 26-27 |
| Spouse gets job..... | 28-29 |
| Spouse leaves job..... | 29-30 |
| Death of an employee..... | 30-31 |
| Benefits to Fit Your Life..... | Last page: 32 |

Adopting a child

The Adoption Assistance Program offers financial assistance to eligible employees to adopt children under 18 years old who are eligible for adoption in accordance with applicable law.

Eligibility

This Program applies to you if you are a U.S. Regular Full-time or Regular Part-time employee. Coverage under the Program is automatic once you have satisfied the eligibility requirements - you do not need to take any action to enroll.

To be reimbursed for covered expenses, you must incur the expenses while you are covered by the Program and you must be an employee on the date your claim for reimbursement is filed. The claim must be filed no later than May 31 of the calendar year following the calendar year in which the expenses were incurred.

Eligible expenses will only include an expense you incur after your date of hire.

If your employment terminates for any reason while the adoption is in process, you will not be eligible for reimbursement under this Program.

Benefits summary

The Program will reimburse up to the current maximum amount allowed for adoption by the IRS (which is described below) for an "eligible adoption-related expense". An "eligible adoption-related expense" is any expense that is a qualified adoption expense under section 137 of the Internal Revenue Code - these generally include:

- adoption agency and placement fees
- legal fees and court costs incurred for an adoption
- other expenses that are directly related to, and the principal purpose of which is for, legal adoption
- transportation and lodging expenses while away from home in connection with the adoption
- unreimbursed medical expenses for the birth mother and child before the adoption

The Adoption Assistance Program will only cover expenses listed as eligible. No expense will be covered unless it is reasonable and necessary and directly related to, and for the principal purpose of, adopting a child. You may not claim an adoption assistance tax credit on your tax return for the same adoption expenses for which you received a reimbursement under this Program. Additionally, your reimbursement may be reduced or eliminated if your income for tax purposes exceeds certain limits in the tax code.

Documentation of eligible expenses must be itemized and include the name of the person, organization or entity to which the expenses were paid; and must include the amount, date, and nature of each expense.

The Adoption Assistance Program covers the adoption of an "eligible child". An "eligible child" generally is any child who, at the time the expense is incurred, is under the age of 18 or is physically or mentally incapable of caring for himself or herself. This may include the adoption of:

- children related to the employee by blood
- foster children
- grandchildren
- step children

Please refer to the [Adoption Assistance](#) page on BenefitsConnect for additional details.

Taking time off

Adopting employees receive 8 weeks of 100% paid bonding leave. Please refer to the [Leaves of Absence page](#) on BenefitsConnect.

Reimbursement

Once the adoption is final and adoption bills have been paid, submit the adoption assistance request form to:

- **the HR Service Center**

You will need to include:

- canceled checks from expenses paid
- a certified copy of the adoption decree
- itemized bills, invoices and receipts

Requests for reimbursement and the necessary documentation must be submitted no later than May 31 of the calendar year following the calendar year in which the expenses were incurred. Your reimbursement will be paid through a separate check or, if you have arranged for direct deposit, will be deposited to your bank account as soon as administratively practicable.

Maximum

Eligible expenses can be reimbursed up to the current maximum credit allowed by the IRS for each adopted child. Even if both adopting parents are employed by Boston Scientific, the total reimbursement per eligible child will be limited to that same current maximum credit allowed by the IRS. So, if you and your spouse are both eligible, you should submit only one reimbursement request.

The Adoption Assistance Program does not limit the number of adoptions that may be submitted for reimbursement.

Married couples working for the same company

If my spouse and I both work for the company, how will my benefits be affected?

If you are married to (or adopt a child with) another Boston Scientific employee, only one employee may submit one reimbursement request for eligible expenses per adoption.

Direct payment to billing party

Does the company directly pay the adoption costs?

No, you cannot have adoption expenses paid directly to the billing party. You must pay these expenses and then apply to the Adoption Assistance Program for reimbursement.

Paying taxes on reimbursement

Will I have to pay taxes on any reimbursements?

Generally, benefits received under the Adoption Assistance Program are not subject to Federal income tax withholding but are subject to FICA tax withholding. State tax treatment varies from state to state.

The company will withhold any necessary taxes from your benefit payments. You should talk with your tax advisor if you have any questions about your tax liability.

Adoption assistance while on leave of absence

If I am on a leave of absence, am I still eligible for adoption assistance?

You can apply for and receive benefits under the Adoption Assistance Program while you are on an approved leave of absence, so long as the adoption is finalized within 6 months of the first day of your leave of absence. In addition, to receive benefits, you must submit the necessary forms and documentation no later than May 31 of the calendar year following the calendar year in which the expenses were incurred.

Leaving the company

If I have an existing claim and leave the company, will I still be reimbursed?

If you leave the company, you are still eligible to be reimbursed for your eligible adoption expenses, as long as you were a regular full-time or regular part-time employee on the date that the adoption was finalized and you submit the necessary forms and documentation no later than May 31 of the calendar year following the calendar year in which the expenses were incurred.

You will receive your reimbursement in a separate check as soon as administratively practicable.

Beneficiary elections

Q. How do I make changes to my beneficiary elections?

A. These are the benefit plans under which a beneficiary is eligible to receive a benefit in the event of the covered person's death:

- Basic Life Insurance
- Basic Accidental Death and Dismemberment Insurance
- Business Travel Accident Insurance
- Voluntary Life Insurance (if enrolled)
- Voluntary Accidental Death and Dismemberment Insurance (if enrolled)
- The Boston Scientific Corporation 401(k) Retirement Savings Plan (if enrolled)
- The Global Employee Stock Ownership Plan (if enrolled)

Each plan has rules about who can be your beneficiary. Please remember, if you are enrolled, you are always the beneficiary for your covered dependents under the Voluntary Child Life or Voluntary Spouse or Domestic Partner Life Insurance plans and the Voluntary Accidental Death and Dismemberment Plan (employee and family coverage). You are required by law to name your spouse as your beneficiary under the Boston Scientific Corporation 401(k) Retirement Savings Plan, unless you get your spouse's written notarized consent to name someone else.

Review the specific plan for more information about beneficiary elections.

- BenefitsConnect - Beneficiary Form
- Basic Accidental Death and Dismemberment Insurance
- Business Travel Accident Insurance
- Basic Life Insurance

- The Boston Scientific Corporation 401(k) Retirement Savings Plan

Contact

For more information, contact the HR Service Center; phone: 1-800-570-4455

Please see *Impact on benefits* section under “Having a baby”.

Having a baby

Having a baby

Congratulations! Having a baby is a big event in your life, and you will have many new decisions to make. This section provides information on the things you may need to do or think about that relate to your employment and benefits with the company.

Taking time off

Eligible employees receive paid time off upon the birth of a child. Birth mothers receive a total of 12 weeks paid at 100% and non-birth parents receive a total of 4 weeks paid at 100%. Please refer to the [Leaves of Absence](#) page on BenefitsConnect for additional details.

Your job

Family and Medical Leave Act

If you are eligible to take leave under the **Family and Medical Leave Act**, your job will be protected.

Filing a claim and getting paid

You will need to file a claim by contacting: **Aetna**. Please review the [Employee Leaves of Absence Guide](#).

Impact on benefits

Impact on benefits: You should check to see what maternity coverage you have under your medical plan. You will want to know how much the plan will pay for maternity expenses, such as charges for delivery, hospital and doctor's charges.

If you have not selected a doctor yet, you should choose an obstetrician for the mother and a pediatrician for the baby.

Having a baby is a qualified change in status. This means that you can change your benefit elections without waiting until the next open enrollment period. You have 31-days from the date of your child's birth to make any permissible changes to your benefits. Please note, the date of the qualified event (date of birth) counts as day 1 in determining the 31-day deadline. Remember, if you make changes to your benefits coverage, your payroll deductions will change accordingly.

Once you have provided your child's information to Boston Scientific, you will need to select the benefits plans under which you would like to cover your child. If you do not complete an enrollment for each plan, your child will not be covered under that plan. Be sure to review the summary of your benefit changes once you have submitted them to ensure accuracy.

If your day care expenses will change, you may want to change your contributions to your [Dependent Day Care Flexible Spending Account](#).

You can also choose to set aside additional pre-tax dollars in a [Health Care Flexible Spending Account or Health Savings Account](#) to pay for any additional health costs for your new child.

With a new addition to the family, this may be a good time to review your **beneficiary** elections for all of your benefit plans.

Below you will find a description of the changes you can make when you have a baby. To enroll your child in coverage, you must select coverage for your child under each plan(s) you wish to cover them under in addition to providing the company with their information. If you fail to select coverage under a particular plan, your child will not be enrolled for coverage in that plan.

To make changes to your benefit plans, please contact the HR Service Center at 1-800-570-4455 or you may complete the changes through [BenefitsCentral](#).

- **Deadline to make changes:** you have 31-days from the date of birth. Please note, the date of the qualified event counts as day 1 in determining the 31-day deadline.
- **When changes will be effective:** on the date of birth, provided your changes are received within 31-days of date of the birth of your child. However, if you choose voluntary life insurance or voluntary accidental death and dismemberment insurance coverage or choose to increase amounts you contribute to your health care flexible spending and/or dependent day care flexible spending account for you and/or your dependents, these coverages become effective as soon as administratively practicable (generally as of the first day of the first full pay cycle following the receipt of your elections).

Description of allowable changes when you have a baby

The Boston Scientific Medical, Dental and Vision Plans

You can:

- enroll
- change your coverage

Health Care Flexible Spending Account

You can:

- enroll
- increase your contribution amount

Health Savings Account

You can:

- save up to the family IRS maximum (if you move from employee-only coverage to family coverage)
- change your contribution amount

Dependent Day Care Flexible Spending Account

You can:

- enroll

- change your contribution amount

Voluntary Accidental Death and Dismemberment

You can:

- increase the amount of your coverage

Voluntary Life Insurance

If you are currently enrolled, you can make these changes:

- increase the amount of your coverage
- you may need approval by the insurance company if you increase the amount of your coverage

Voluntary Child Life Insurance

You can enroll in the Voluntary Child Life Insurance plan.

Pay-related changes

With the arrival of your child, you may want to review your tax withholding elections and the number of exemptions you claim and complete a new W-4 form to make changes. The amount of your take-home pay may change if you decide to add your child to your benefits plans or change your tax withholding elections.

You can get a W-4 form and any necessary state tax forms from:

- Form central on [or](#) directly from your state's website

Once you have completed and signed the forms, send to: **the HR Service Center**

Assistance and services

The Employee Assistance Program offered through GuidanceResources® can assist you with:

- Financial questions
- Legal matters
- Stress
- Talking to your children
- Child custody questions
- More...

You will need to register your first time at the [site](#) using Company ID: EB3414X. Call 866-812-5303.

Other things to think about

- **Please review the many [services](#) available to you** including, back-up care, care.com membership, Milk Stork and more.
- You should apply for a Social Security number for your new baby. If you do not get an application from the hospital, contact your local Social Security Administration office.

Contact

For more information, contact the HR Service Center; phone: 1-800-570-4455

Child ceases to be eligible for benefits

Child ceases to be eligible for benefits

Your child may no longer be eligible for certain benefit plans when your child reaches the plan's age limit; age of 26. In some cases, if a mental or physical disability occurs prior to that age and while your child is covered by the plan, he or she may remain eligible for coverage after that age limit.

Cobra

When your child ceases to be eligible, coverage under certain group health plans will end for your child. Coverage that they are currently enrolled in under these plans may be continued, however, through COBRA for up to 36 months by paying 100% of the group rate, plus an additional 2% to cover the company's administrative expenses.

Impact on benefits

When your child ceases to be eligible for benefits, this is a qualified change in status that allows you to make changes to your benefit plan elections. Below you will find a description of when your child's eligibility ends, and the changes you can make when your child ceases to be eligible for benefits.

To make changes to your benefit plans, please contact the HR Service Center at 1-800-570-4455, or you may complete the changes through [BenefitsCentral](#).

- **Deadline to make changes:** you have 31-days from the date your child ceases to be eligible for benefits. Please note, the date of the qualified event counts as day 1 in determining the 31-day deadline.
- **When changes will be effective:** on the day that your child ceases to be eligible for coverage. However, if you choose to change (increase or decrease) your voluntary life insurance or voluntary accidental death and dismemberment insurance coverage or to decrease the amount you contribute to your health care flexible spending account for you and/or your dependents, changes in these coverages become effective as soon as administratively practicable (generally as of the first day of the first full pay cycle following the receipt of your elections).

Description of the changes you can make if your child ceases to be eligible for benefits

The Boston Scientific Medical, Dental and Vision Plans

Age limit for dependent child:

Coverage can continue up to age 26.

Making changes: You can:

- remove your child from your coverage

Coverage of your child generally ends at the end of the month the child no longer meets the eligibility requirements.

Health Care Flexible Spending Account

Age limit for dependent child:

There is no age limit, but there are eligibility requirements for covered dependents.

Making changes: You can:

- change contributions (you should be aware of other requirements should your coverage drop to employee-only coverage once your child ages-out and drops from your medical plan)

Voluntary Child Life Insurance**Age limit for dependent child:**

Coverage can continue up to age 26.

Making changes: You can:

- cancel your coverage, if the child is the only child covered under the plan

Coverage of the child will end at the end of the month the child no longer meets the eligibility requirements.

Voluntary Life Insurance**Making changes:** You can:

- increase or decrease coverage

Voluntary Accidental Death and Dismemberment**Making changes:** You can:

- increase or decrease coverage

Contact

For more information, contact the HR Service Center; phone: 1-800-570-4455

Death of a child

Death of a child

The death of a child is one of the most devastating events that one can ever experience. On this page, you will find information to help simplify the work-related actions you may need to take and other changes you may want to consider.

Taking time off

You may need to take time off. If you need time off beyond what is provided through the bereavement policy, you should speak with your manager. While options vary by role and employee, you may also want to understand your options for a temporary flexible work arrangement if necessary.

Plans that may pay benefits

You should file a claim for benefits if your child was covered under:

| Plan Name | Claims contact |
|--------------------------------|---|
| Voluntary Child Life Insurance | <ul style="list-style-type: none"><li data-bbox="808 296 938 321">• MetLife <p data-bbox="857 365 1159 422">MetLife Insurance Company 1-800-438-6388</p> <ul style="list-style-type: none"><li data-bbox="808 499 1094 525">• the HR Service Center |

You should also check to see if your child was covered under any of your spouse's or partner's benefit plans.

Be sure to obtain several copies of the death certificate. You may need to provide one for each plan your child was covered under to claim death benefits.

Impact on benefits

The death of your child is a **qualified change in status** that allows you to make changes to your benefit plan elections. Below you will find a description of the changes you can make if your child passes.

To make changes to your benefit plans, please contact the HR Service Center at 1-800-570-4455.

- **Deadline to make changes:** you have 31-days from your child's death. Please note, the date of the qualified event counts as day 1 in determining the 31-day deadline.
- **When changes will be effective:** on the date of your child's death for any coverage that terminates upon his or her death. However, if you choose to change (increase or decrease) your voluntary life insurance or voluntary accidental death and dismemberment insurance coverage or change (increase or decrease) the amounts you contribute to your health care flexible spending and/or to decrease or waive contributions to your dependent day care flexible spending accounts for you and/or your dependents, these changes become effective as soon as is administratively practicable (generally as of the first day of the first full pay cycle following the receipt of your elections).

For plans where a beneficiary is named to receive a benefit in the event of a death, you can change your beneficiary elections at any time.

Description of the changes you can make if your child passes

The Boston Scientific Medical, Dental and Vision Plans

You can:

- decrease your current coverage

Health Care Flexible Spending Account

You can:

- change contributions (you should be aware of other requirements should your coverage drop to employee-only medical plan coverage)

Voluntary Accidental Death and Dismemberment

Voluntary Accidental Death and Dismemberment

You can:

- decrease the amount of your coverage
- increase the amount of your coverage

Voluntary Life Insurance

Voluntary Life Insurance

If you are *currently* enrolled, you can make these changes:

- decrease the amount of your coverage
- increase the amount of your coverage
- You may need approval by the insurance company if you increase the amount of your coverage.

Other things to think about

The death of a child is one of the most traumatic events a parent can experience. If you or a loved one has lost a child, the Employee Assistance Program and MetLife have resources available to assist you with the following:

- Grief Counseling
- Planning a funeral or cremation
- Coping and healing
- Legal guidance
- Financial guidance

Since your number of dependents has changed, you may want to review your tax withholding elections and the number of exemptions you claim. The amount of your take home pay may change if you change your tax withholding elections or your number of exemptions. You can change your tax withholding by filling out a W-4 form. You can get a W-4 form and any necessary state tax forms from:

- [Forms Central](#) on or directly from your state's website

Once you have completed and signed the forms, send to **the HR Service Center**

Contact

For more information, contact the HR Service Center; phone: 1-800-570-4455

Death of a spouse

Death of a spouse

The death of a loved one is a difficult and stressful event for your family. This page provides information to help simplify the work-related actions you may need to take and other changes you may want to consider.

Taking time off

You may need to take time off. If you need time off beyond what is provided through the bereavement policy, you should speak with your manager. While options vary by role and employee, you may also want to understand your options for a temporary flexible work arrangement if necessary.

Plans that may pay benefits

If your spouse was employed, you should contact your spouse's employer to get information on that company's benefits. In addition, you should file a claim if your spouse was covered under any of these Boston Scientific benefits:

| Plan Name | Claims contact |
|---|---|
| Voluntary Spouse or Domestic Partner Life Insurance | <ul style="list-style-type: none">MetLife MetLife Insurance Company 1-800-438-6388the HR Service Center |

Be sure to obtain several certified copies of the death certificate. You may need to provide one for each plan your spouse was covered under. You may also need copies for banks or other financial institutions where your spouse had an account.

If your spouse was employed, you should contact his/her employer's Human Resources department to find out about any death benefits you may be entitled to. You should also contact any private insurance companies that your spouse may have had insurance coverage with.

You should contact the Social Security Administration to see if you are entitled to a death/survivor benefit.

Impact on benefits

The death of a spouse is considered a **qualified change in status**. This means that you can change your benefit elections without waiting until the next open enrollment period.

If you make changes to your benefits coverages, your payroll deductions will change accordingly. You must submit changes to your benefits within 31-days of your spouse's death. Please note, the date of the qualified event counts as day 1 in determining the 31-day deadline.

You may want to review your beneficiary elections for your benefit plans, such as life insurance or 401(k). Each plan has rules about how benefits would be paid if you don't choose a beneficiary, or if your beneficiary isn't alive when you die. Review the specific plan for more information about beneficiary elections.

Description of the changes you can make if your spouse passes

The Boston Scientific Medical, Vision and Dental Plans

You can:

- enroll
- change your current coverage

Health Care Flexible Spending Account

You can:

- enroll
- increase your contribution amount
- decrease your contribution amount

Voluntary Accidental Death and Dismemberment

You can:

- decrease the amount of your coverage
- increase the amount of your coverage

Voluntary Life Insurance

If you are currently enrolled, you can make these changes:

- decrease the amount of your coverage
- increase the amount of your coverage
- You may need approval by the insurance company if you increase the amount of your coverage.

Voluntary Spouse or Domestic Partner Life Insurance

Coverage for your spouse or domestic partner will terminate as of the date of the event.

Beneficiary elections

How do I make changes to my beneficiary elections?

These are the benefit plans under which a beneficiary is eligible to receive a benefit in the event of the covered person's death:

- Basic Life Insurance
- Basic Accidental Death and Dismemberment Insurance
- Business Travel Accident Insurance
- Voluntary Life Insurance (if enrolled)
- Voluntary Accidental Death and Dismemberment Insurance (if enrolled)
- The Boston Scientific Corporation 401(k) Retirement Savings Plan (if enrolled)
- The Global Employee Stock Ownership Plan (if enrolled)

Each plan has rules about who can be your beneficiary. Please remember, if you are enrolled, you are always the beneficiary for your covered dependents under the Voluntary Child Life or Voluntary Spouse or Domestic Partner Life Insurance plans and the Voluntary Accidental Death and Dismemberment Plan (employee and family coverage). You are required by law to name your spouse as your beneficiary under the Boston Scientific Corporation 401(k) Retirement Savings Plan, unless you get your spouse's written notarized consent to name someone else. Review the specific plan for more information about beneficiary elections.

Other things to think about

Surviving the death of your spouse may be the most intense emotional pain you have ever experienced. Losing the person with whom you have intimately shared your life can leave you feeling a host of emotions from anger to

sadness to loneliness. With time, these reactions will subside as you learn how to cope with your grief. The Employee Assistance Program and MetLife have resources available to assist you with:

- Grief Counseling
- Planning a funeral or cremation
- Coping and healing
- Legal guidance
- Financial guidance

Since your number of dependents has changed, you may want to review your tax withholding elections and the number of exemptions you claim. The amount of your take home pay may change if you change your tax withholding elections or your number of exemptions. You can change your tax withholding by filling out a W-4 form. You can get a W-4 form and any necessary state tax forms from:

- or directly from your state's website

Once you have completed and signed the forms, send to **the HR Service Center**

Contact

For more information, contact the HR Service Center; phone: 1-800-570-4455

Getting Divorced

Getting divorced

Getting a divorce can be a difficult and complicated process. On this page, you will find some information on how a divorce might affect your job and your benefits.

Taking time off

You may need to take time off during your divorce.

Impact on benefits

Getting divorced is a **qualified change in status** that allows you to make changes to your benefit plans. Below you will find a description of the changes you can make if you get divorced.

To make changes to your benefit plans, please contact the HR Service Center at 1-800-570-4455.

- **Deadline to make changes:** you have 31-days from your divorce. Please note, the date of the qualified event counts as day 1 in determining the 31-day deadline.
- **When changes will be effective:** on the date of your divorce. However, if you choose to change (increase or decrease) your voluntary life insurance or voluntary accidental death and dismemberment insurance coverage or to decrease amounts you contribute to your health care flexible spending and/or to change (increase or decrease) the amount you contribute to your dependent day care flexible spending account for you and/or your dependents, these coverages become effective as soon as administratively practicable (generally as of the first day of the first full pay cycle following the receipt of your elections).

For plans where a **beneficiary** is named to receive a benefit in the event of a death, you can change your beneficiary elections at any time. If your spouse is your designated beneficiary on your 401(k) account, be aware that your divorce automatically invalidates that designation. Contact Vanguard to update your beneficiary designation.

When you get divorced, coverage under certain plans will end for your ex-spouse. Coverage under the health care plans in which they are currently enrolled may be continued through **COBRA** by paying 100% of the group rate, plus an additional 2% to cover the company's administrative expenses.

Remember, you or your spouse must notify the HR Service Center within 60 days of your divorce. If you do, your ex-spouse will be notified about his or her right to elect **COBRA** within 14 days after **the HR Service Center** receives timely notice of the divorce. Your ex-spouse may also be able to **convert** coverage under certain plans to an individual policy.

Boston Scientific Medical, Dental and Vision Plans

You can:

- enroll
- increase the amount of your coverage
- decrease the amount of your coverage

Coverage for your ex-spouse ends automatically on the date your divorce is final.

Health Care Flexible Spending Account

You can:

- enroll
- decrease your contribution amount

Dependent Day Care Flexible Spending Account

You can enroll in the Dependent Day Care Flexible Spending Account plan.

Accidental Death and Dismemberment

Basic Accidental Death and Dismemberment

You cannot make any changes to your coverage.

Voluntary Accidental Death and Dismemberment

You can:

- increase the amount of your coverage
- decrease the amount of your coverage

Life Insurance

Basic Life Insurance

You cannot make any changes to your coverage.

Voluntary Life Insurance

You cannot enroll at this time.

If you are currently enrolled, you can make these changes:

- increase the amount of your coverage
- decrease the amount of your coverage
- You may need approval by the insurance company if you increase the amount of your coverage.

Voluntary Spouse or Domestic Partner Life Insurance

You cannot enroll at this time.

Voluntary Child Life Insurance

You cannot make any changes to your coverage.

Short-Term Disability

You cannot make any changes to your coverage.

Long-Term Disability

You cannot make any changes to your coverage.

Pay-related changes

If you make changes to your benefits elections, your payroll deductions will change. If the court orders you to pay child support, the payments may be directly deducted from your pay.

You may also need to change your direct deposit information for your pay if you open a new bank account.

If you file your taxes jointly, or if you are no longer claiming the same number of dependents, you may want to change your W-4 withholding allowances to reflect your change in marital status. If your name changes you must complete a new W-4 form. You can get a W-4 form and any necessary state tax forms from:

- BSCConnect or directly from your state's website

Once you have completed and signed the forms, send to: **the HR Service Center**

Assistance and services

The Employee Assistance Program offered through GuidanceResources® can assist you with:

- Financial questions
- Legal matters
- Stress
- Talking to your children
- Child custody questions

Call anytime, 24/7, for expert guidance and support that's free and confidential.

If your divorce results in a change in your day care or elder care needs, you can contact **GuidanceResources** for information on services in your area.

Other things to think about

- If you need to make a name change or an address change, contact **the HR Service Center**.
- Please review the many [services](#) available to you.

Contact

For more information, contact the HR Service Center; phone: 1-800-570-4455

Getting Married

Getting married

Congratulations! Getting married is a major event in your life. On this page you will find information that will be helpful to you and your new spouse. There are some things that you may want to do, such as add your new spouse to your health plan.

Taking time off

You may need to take time off to prepare for your wedding and to go on a honeymoon.

Impact on benefits

Getting married is a **qualified change in status**. This means you may be allowed to make changes to your benefit elections without waiting until the next annual open enrollment period.

Remember, if you increase your benefits coverage, or make any other changes, your payroll deductions will change accordingly. You have 31-days from the date of your marriage to make any permissible changes to your benefit elections. Please note, the date of the qualified event counts as day 1 in determining the 31-day deadline.

Once you have provided your spouse's information to Boston Scientific, you will need to select the benefits plans under which you would like to cover your new spouse. If you do not complete an enrollment for each plan, your spouse will not be covered under that plan.

Due to your marriage, you may want to change your **beneficiary** for life insurance and other benefit plans. In general, you can name anyone you wish as a beneficiary under your life insurance plans, including a trust or an estate, or you can name more than one beneficiary.

For retirement plans, you are required by law to name your spouse as your beneficiary, unless you get your spouse's written notarized consent to name someone else.

Boston Scientific Medical, Dental and Vision Plans

You can:

- enroll
- increase the amount of your coverage
- decrease the amount of your coverage

- waive coverage

Health Care Flexible Spending Account

You can:

- enroll
- increase your contribution amount
- decrease your contribution amount

Dependent Day Care Flexible Spending Account

You can enroll in the Dependent Day Care Flexible Spending Account plan.

Accidental Death and Dismemberment

Basic Accidental Death and Dismemberment

You cannot make any changes to your coverage.

Voluntary Accidental Death and Dismemberment

You can:

- increase the amount of your coverage

Life Insurance

Basic Life Insurance

You cannot make any changes to your coverage.

Voluntary Life Insurance

You cannot enroll at this time.

If you are currently enrolled, you can make these changes:

- increase the amount of your coverage
- You may need approval by the insurance company if you increase the amount of your coverage.

Voluntary Spouse or Domestic Partner Life Insurance

You can enroll. You may need approval by the insurance company if you elect above a certain level of coverage.

Voluntary Child Life Insurance

You can enroll into the Voluntary Child Life Insurance Plan.

Short-Term Disability

You cannot make any changes to your coverage.

Long-Term Disability

You cannot make any changes to your coverage.

Pay-related changes

If you make any changes to your benefit elections, your payroll deductions will change accordingly.

You should update your direct deposit information if opening a new account or changing accounts. You may want to review your W-4 withholding allowances and make changes, if applicable. The amount of your take-home pay may change if you decide to change your benefit plan elections or change your tax withholding elections. If your name has changed, you must complete a new W-4.

You can get a W-4 form and any necessary state tax forms from:

- BSCConnect or directly from your state's website

Once you have completed and signed the forms, send to: **the HR Service Center**

Other things to think about

- If you need to make a name change or an address change, contact **the HR Service Center**.
- Please review the many [services](#) available to you.

Contact

For more information, contact the HR Service Center; phone: 1-800-570-4455

Getting Separated

Getting separated

Getting legally separated can be a difficult process. Below is information on how a separation might affect your job and your benefits.

Taking time off

You may need to take time off for legal proceedings. Speak with your Manager and HR Business Partner.

Impact on benefits

Getting legally separated is a **qualified change in status**. This means that you can change your benefit elections without waiting until the next annual open enrollment period. Remember, if you increase your benefits coverage, or make any other changes, your payroll deductions will change accordingly. You have 31-days from the date of your **legal separation** to make any permissible changes to your benefits. Please note, the date of the qualified event counts as day 1 in determining the 31-day deadline.

You may want to change your **beneficiary** designation for your life insurance and other benefit plans.

If your separation leads to a divorce, your spouse and/or minor children may still have certain rights to your retirement benefits under a **Qualified Domestic Relations Order**.

Getting separated is a **qualified change in status** that allows you to make changes to your benefit plan elections. Below you will find a description of the changes you can make if you get legally separated.

To make changes to your benefit plans, please contact the HR Service Center at 1-800-570-4455.

- **Deadline to make changes:** you have 31-days from the date of your separation. Please note, the date of the qualified event counts as day 1 in determining the 31-day deadline.
- **When changes will be effective:** on the date of your separation. However, if you choose to change (increase or decrease) your voluntary life insurance or voluntary accidental death and dismemberment insurance coverage or to decrease the amounts you contribute to your health care flexible spending and/or to change (increase or decrease) the amount you contribute to your dependent day care flexible spending account for you and/or your dependents, these coverages become effective as soon as administratively practicable (generally as of the first day of the first full pay cycle following the receipt of your elections).

For plans where a **beneficiary** is named to receive a benefit in the event of a death, you can change your beneficiary elections at any time. If your spouse is your designated beneficiary on your 401(k) account, be aware that your divorce automatically invalidates that designation. Contact Vanguard to update your beneficiary designation.

When you are legally separated, coverage under certain plans will end for your spouse. Coverage under the health care plans, in which they are currently enrolled may be continued through **COBRA** by paying 100% of the group rate, plus an additional 2% to cover the company's administrative expenses.

Remember, you or your spouse must notify the HR Service Center within 60 days of your legal separation. If you do, your spouse will be notified about his or her right to elect **COBRA** within 14 days after **the HR Service Center** receives timely notice of the legal separation.

Boston Scientific Medical, Dental and Vision Plans

You can:

- enroll
- increase the amount of your coverage
- decrease the amount of your coverage
- Coverage for your spouse ends automatically on the date your separation becomes legal.

Health Care Flexible Spending Account

You can:

- enroll
- decrease your contribution amount

Dependent Day Care Flexible Spending Account

You can enroll or make a change in your contributions in the Dependent Day Care Flexible Spending Account plan.

Accidental Death and Dismemberment

Basic Accidental Death and Dismemberment

You cannot make any changes to your coverage.

Voluntary Accidental Death and Dismemberment

You can:

- increase the amount of your coverage
- decrease the amount of your coverage

Life Insurance

Basic Life Insurance

You cannot make any changes to your coverage.

Voluntary Life Insurance

You cannot enroll at this time.

If you are currently enrolled, you can make these changes:

- increase the amount of your coverage
- decrease the amount of your coverage
- You may need approval by the insurance company if you increase the amount of your coverage.

Voluntary Spouse or Domestic Partner Life Insurance

You cannot enroll at this time. If enrolled Spouse coverage ends.

Voluntary Child Life Insurance

You cannot make any changes to your coverage.

Short-Term Disability

You cannot make any changes to your coverage.

Long-Term Disability

You cannot make any changes to your coverage.

Pay-related changes

If you make any changes to your benefit elections, your payroll deductions will change accordingly.

You should update your direct deposit information if opening a new account or changing accounts.

You may want to review your W-4 withholding allowances and make changes, if applicable. The amount of your take-home pay may change if you decide to change your benefit plan elections or change your tax withholding elections. If your name has changed, you must complete a new W-4.

You can get a W-4 form and any necessary state tax forms from:

- BSCConnect or directly from your state's website

Once you have completed and signed the forms, send to: **the HR Service Center**

Assistance and services

The Employee Assistance Program offered through GuidanceResources® can assist you with:

- Financial questions
- Legal matters
- Stress

- Talking to your children
- Child custody questions

Call anytime, 24/7, for expert guidance and support that's free and confidential.

If your divorce results in a change in your day care or elder care needs, you can contact **GuidanceResources** for information on services in your area.

Other things to think about

- If you need to make a name change or an address change, contact **the HR Service Center**.
- **Please review the many [services](#) available to you.**

Contact

For more information, contact the HR Service Center; phone: 1-800-570-4455

Moving to a new address

Moving to a new address

Moving to a new address can affect your benefit plans if your work location changes. This page contains information to guide you through the process and assist you in making any necessary changes.

Benefit-related information

Use BSCConnect to update your home address change to be sure you continue to receive all company mailings. Generally, moving will not affect most company benefits, like your 401(k) plan or vacation time.

Contact **the HR Service Center** to find out if your move will affect your benefits and if you need to make any changes. They will give you the information you need.

You will be notified if your medical rate changes or if your medical plan choices change because of your address change.

Pay-related information

If you are moving to a new state, you may be subject to a different state income tax rate. You may want to review your tax withholding and complete a new W-4 form to make changes. You may also be required to complete a state withholding form. You can get a W-4 form and any necessary state tax forms from:

- BSCConnect or directly from your state's website

Once you have completed and signed the forms, send to: **the HR Service Center**

Assistance and services

If you are transferring to a new work location at the request of the company, you may be eligible for relocation assistance. If you're moving for your own relocation preferences, you have resources available to you through our Employee Assistance Program, GuidanceResources.

- **Please review the many [services](#) available to you.**

Contact

For more information, contact the HR Service Center; phone: 1-800-570-4455

Terminating with the Company

When leaving the company, there is some very important information that you will need. On this page, you will find information to help you through this process.

Impact on benefits

Your loss of employment will affect the status of your benefit plans.

Boston Scientific Medical, Dental and Vision Plans

If at the time of your termination from employment you were enrolled in medical, dental, and /or vision coverage (“health care coverage”), the Consolidated Omnibus Budget and Reconciliation Act, as amended (“COBRA”), makes continued health care coverage available for a period of up to eighteen (18) (or in some cases possibly more) months after your termination of employment. You will be provided with a COBRA notice following your employment termination from Chard Snyder, our COBRA administrator. If you make an election within 60 days of this notice, your participation in these plans may continue. To expedite receipt of your COBRA election form, you can request that Chard Snyder email it to you. Please call or email Chard Snyder with any COBRA questions at (888) 993-4646 or email- cobra@chard-snyder.com

Health Care Flexible Spending Account Claims (FSA)

If at the time of your termination of employment you were enrolled in the Health Care Flexible Spending Account, you will receive a COBRA notice following your employment termination. If you make an election within 60 days of this notice, your participation in these plans may continue an after-tax basis for the remainder of the current calendar year only. If you do not elect to continue participation in the Health Care Flexible Spending Account through COBRA, only eligible health care expenses incurred on or before your employment termination date will be considered for reimbursement.

Dependent Care Spending Account Claims (DEPFSA)

Your participation in any Dependent Day Care Flexible Spending Account you are presently enrolled in will end on your employment termination date and only eligible expenses incurred on or before your employment termination date will be considered for reimbursement.

To access information about your FSA plan(s), contact, Chard Snyder, the FSA Administrator via email at: askpenny@chard-snyder.com or call them at 800-982-7715. Note: If you do not incur expenses and submit for reimbursement within the applicable timeframes as outlined under the plan, any remaining funds will be forfeited.

Health Savings Account (HSA)

The HSA balance is yours to keep. You can continue to use the HSA funds to pay for qualified medical expenses for you and your tax dependents. If you elect COBRA, you can also use your HSA funds to pay your COBRA premium. Maintenance/administration fees will be your responsibility. Regular distribution rules for qualified expenses will continue to apply. For additional information regarding your HSA, contact HealthEquity at 1-877-694-3938.

Company Paid Employee Basic and Voluntary Group Life and Accidental Death and Dismemberment (AD&D) Insurance

Your company-paid employee basic group life and AD&D insurance benefits will end on the date you terminate employment. If you're interested in converting the company paid Employee Basic Life coverage, please contact MetLife at 1-877-275-6387. The company-paid employee AD&D insurance does not have a conversion or portability option.

Voluntary Group Term Life and Voluntary AD&D Insurance

If enrolled, your employee-paid voluntary group term life (Employee and/or Dependent) and (AD&D) insurance benefits will also end on the date your employment terminates. Upon meeting eligibility requirements, you may have the right to convert or port your employee paid voluntary group term life and voluntary (AD&D) insurance. MetLife will mail you a conversion/portability kit. Please contact MetLife for Conversion: 1-877-275-6387; Portability: 1-888-252-3607 with any questions. Please note that the rates for an individual policy will usually be higher than the rates for a group policy through Boston Scientific. Any application(s) must be completed and returned to MetLife, along with your first premium payment, no more than 31-days after your employment termination date. Upon receipt of the application(s), the insurance company will determine your eligibility for coverage.

Business Travel Accident Insurance

Your business travel accident insurance will end on the date your employment terminates. Business Travel Accident Insurance coverage consists of two types of benefit coverage: life insurance death benefit and accidental death and dismemberment benefit ("AD&D"). This coverage is separate from the insurance coverages described above and it is when you are traveling on company business.

401(k) Retirement Savings Plan

If you participate in the Boston Scientific 401(k) Retirement Savings Plan, your contributions will end with your last paycheck. You will receive information concerning your 401(k) account directly from Vanguard soon after your termination of employment date. Any loan must be repaid in full within 90 days of your termination date, otherwise outstanding loan balances become taxable distributions to you. If you have questions about your 401(k) Plan, please call Vanguard directly, Monday through Friday from 8:30 a.m. to 9:00 p.m. Eastern Time, at 1-800-523-1188. (Plan #091488)

Global Employee Stock Ownership Plan

If you participate in the Boston Scientific Corporation Global Stock Ownership Plan (GESOP), and your employment terminates before the stock offering period in which you are participating ends, all contributions made by you to the GESOP during that offering period will automatically be refunded to you as soon as administratively feasible following your termination of employment date. A stock purchase will not be made on your behalf for that offering period.

Stock Options

If you were granted stock options by Boston Scientific, please carefully review the terms and conditions of your stock option grant(s) to determine the amount of time remaining to exercise your vested stock options prior to expiration. Please be aware that you may have received grants from a variety of different Boston Scientific long-term incentive plans, and the amount of time to exercise your vested stock options following your termination of employment may vary. It is important for you to know the specific terms for each of your grant(s) so that you may exercise your

unexercised options, if you choose to do so, before they expire. Terminations resulting for such reasons as Cause, disability or retirement may affect the time that you have to exercise your vested stock options. If you have questions regarding your stock options, please contact E*TRADE at 1-800-838-0908.

Deferred Stock Units

If you were granted Deferred Stock Units by Boston Scientific, your unvested deferred stock units will be forfeited upon your termination from Boston Scientific employment. However, if your termination is for such reasons as disability or retirement, your unvested deferred stock units will vest and shares of Boston Scientific common stock will be issued to you. Please carefully review the terms and conditions of each of your deferred stock unit award agreements and the applicable Boston Scientific long-term incentive plan(s) to understand the consequences of your employment termination for your Deferred Stock Unit Awards. If you have any questions regarding your Deferred Stock Unit Award(s), please contact E*TRADE at 1-800-838-0908.

Voluntary Benefits

If you're enrolled in auto/home/pet insurance, critical illness/accident insurance, long term care or identity theft protection, the carrier will bill you directly for these plans.

Vacation

Vacation & Sick Time accruals will stop on your last day of employment. You will be paid for any accrued, unused vacation hours as of your last day worked. This should be included on your final paycheck. Sick time is not paid out at termination

Paycheck

Your final paycheck will include earnings (if any) for all work performed through your last day worked.

Company Issued Equipment and Software

Per the Return of Company Property Policy, you are required to return all company property, issued equipment & tools (badge, keys, computer, cell phone, etc.), materials and written information issued to you prior to your last day of work. Please make arrangements with your supervisor to return such property.

Address Change

Please inform HR Service Center of any future address changes to ensure W-2 forms, 401(k) communications and other business-related correspondence reaches you in a timely manner. You may reach them at 800-570-4455

If you have any questions regarding your employee benefits, please contact the HR Service Center at 1-800-570-4455 from 8:00 a.m. to 7:00 p.m. Eastern Time or via email BSCConnectusbenefits@bsci.com.

Other things to think about

The company will provide the following information in writing or over the phone depending on the information requested:

- dates of service
- current and former job title(s) (including business title(s))
- work location(s)
- salary history only for financial or credit related purposes with employees' consent

This information will be provided by the HR Service Center.

Newly hired

Newly hired

Welcome to the company. We are happy to have you aboard. Below you will find links to some information that will help you with the transition to your new job.

Getting paid

When you are hired, you should fill out a W-4 form and a state withholding form if your state requires it. If you don't fill out a tax withholding form, your **filing status** will default to:

- single with zero **withholding allowances** for federal
- single with zero withholding allowances for state

This will result in the highest possible rate of income tax withholding from your pay.

Other deductions may also be taken from your pay, either **pre-tax** or **after-tax**.

The following pre-tax deductions are taken from your pay if you are eligible to participate and choose to do so:

- 401(k) pre-tax contributions (including catch-up contributions, if you are eligible)
- dental
- FSA - dependent day care
- FSA - health care
- HSA – Health Savings Account
- medical
- vision

After-tax deductions are taken from your pay after your pay is taxed and include all other deductions not shown above.

The pay schedule is as follows:

| Employee type | When paid | Time period | Number of pay days per year |
|---------------------------------------|-----------|--------------|-----------------------------|
| exempt employees/non-exempt employees | bi-weekly | One-week lag | 26 |

If a pay day falls on a weekend, holiday or other non-work day, you'll be paid on the business day immediately before the regularly scheduled pay day.

Boston Scientific offers employees the ability to directly deposit their paycheck into a maximum of three (3) accounts. You can deposit your net pay or a fixed amount(s) into one checking or savings account or into a combination of checking and savings accounts. The maximum combination is two (2) checking accounts and one (1) savings account or two (2) savings accounts and one (1) checking account. In addition, it is still possible to receive a live check. This policy applies to all employees.

Boston Scientific may require that you keep track of your time by completing a KRONOS monthly timesheet. You will be notified if this policy applies to you.

Benefit-related information

Review the [benefits that are available to you](#) and decide which of the optional plans you would like to enroll in. Complete the enrollment process for the plans that you select. Some plans may have enrollment deadlines and eligibility criteria that you need to be aware of.

Watch this [video!](#)

Review the [New Hire cheat sheet](#)

Eligibility and Enrollment

| Core Benefits (Enrollment is automatic, if you are eligible.) | Voluntary Option Benefits (You must enroll to participate.) |
|---|---|
| <ul style="list-style-type: none">• Basic Life Insurance• Basic Accidental Death and Dismemberment (AD&D) Insurance• Business Travel Accident Insurance• Short-Term Disability• Long-Term Disability• Paid Time Off: Vacation, Holidays, & Sick/Absence Pay• Adoption Assistance Program• Wellness Program• Employee Assistance Program• Educational Assistance Program• 401(k) Retirement Savings Plan | <ul style="list-style-type: none">• Medical & Prescription Drug Insurance• Dental Insurance• Vision Insurance• Voluntary Term Life Insurance• Voluntary Accidental Death and Dismemberment (AD&D) Insurance• Health Care Flexible Spending Account• Dependent Day Care Flexible Spending Account• Global Employee Stock Ownership Plan• Supplemental Long-Term Disability• Critical Illness Insurance• Accident Insurance• Identity Theft Protection• Hyatt Legal Plan• Auto Insurance• Homeowner's or Renter's Insurance• Pet Insurance |

For some benefit elections, you have 31 calendar days from your date of hire to enroll. If you enroll within 31 calendar days of your date of hire, your coverage starts retroactive to your date of hire. If you do not enroll within that 31-day period, you will not be able to enroll until the next annual open enrollment period, unless you experience a qualifying life event or change of status as defined by federal law and determined by Boston Scientific. Please note, your date of hire counts as day 1 in determining the 31-day deadline.

Company policies

Boston Scientific has many written policies that inform you about company practices, such as attendance, and provide you with additional benefits, such as vacation time. For more information, contact **the HR Service Center**.

Contact

For more information, contact the HR Service Center; phone: 1-800-570-4455

Spouse gets a job

Spouse gets a job

If your spouse gets a new job, you may want to review and compare the benefit plans that are available to you and your spouse.

Impact on benefits

Your spouse getting a job is considered a **qualified change in status**. This means that you can make certain changes to your **pre-tax** benefit elections without waiting until the next open enrollment period.

Below you will find a description of the changes you can make when your spouse gets a job.

To make changes to your benefit plans, please contact the HR Service Center at 1-800-570-4455.

- **Deadline to make changes:** you have 31-days from the date that your spouse starts his or her new job. You must make any changes within this time. Please note, the date of the qualified event counts as day 1 in determining the 31-day deadline.
- **When changes will be effective:** your benefits will be effective on the date your spouse starts his or her new job provided changes are made within 31-days of the event. **Note:** if you choose voluntary life insurance or voluntary AD&D insurance coverage or choose to decrease the amount you contribute to your health care flexible spending and/or to change (increase or decrease) the amount you contribute to your dependent day care flexible spending for yourself and/or your dependents, these coverages become effective as soon as administratively practicable (generally as of the first day of the first full pay cycle following the receipt of your elections).

For plans where a **beneficiary** is named to receive a benefit in the event of a death, you can change your beneficiary elections at any time.

Boston Scientific Medical, Dental and Vision Plans

You can:

- decrease level of coverage
- waive coverage

Health Care Flexible Spending Account

You can:

- decrease contributions

Dependent Day Care Flexible Spending Account

You can:

- enroll
- increase or decrease contributions

Voluntary Child Life Insurance

You can:

- increase or decrease coverage

Voluntary Accidental Death and Dismemberment Insurance

If you are currently enrolled, you can make these changes:

- increase or decrease coverage

Voluntary Spouse, Domestic Partner and Child Life Insurance

You can:

- increase or decrease coverage

Assistance and services

Your spouse's new job may result in changes to your child and elder care needs. You can get help with day care arrangements for your child or elderly relative through the Dependent and Elder care program by contacting **Guidance Resources**[®].

Other things to think about

You may want to review your tax withholding elections and complete a new W-4 form if you decide to make any changes. The amount of your take home pay may change if you make any changes to your benefits or tax withholding elections. You can get a W-4 form and any necessary state tax forms from:

- BSCConnect or directly from your state's website

Once you have completed and signed the forms, send to **the HR Service Center**

Contact

For more information, contact the HR Service Center; phone: 1-800-570-4455

Spouse leaves a job

Spouse leaves a job

If your spouse leaves his or her job, you may need to review and compare the benefit plans that are available to you.

Impact on benefits

Your spouse getting a job is considered a **qualified change in status**. This means that you can make certain changes to your **pre-tax** benefit elections without waiting until the next open enrollment period.

Below you will find a description of the changes you can make when your spouse gets a job.

To make changes to your benefit plans, please contact the HR Service Center at 1-800-570-4455.

- **Deadline to make changes:** you have 31-days from the date that your spouse starts his or her new job. You must make any changes within this time. Please note, the date of the qualified event counts as day 1 in determining the 31-day deadline.
- **When changes will be effective:** your benefits will be effective on the date your spouse starts his or her new job provided changes are made within 31-days of the event. **Note:** if you choose voluntary life insurance or voluntary AD&D insurance coverage or choose to decrease the amount you contribute to your health care flexible spending and/or to change (increase or decrease) the amount you contribute to your dependent day care flexible spending for yourself and/or your dependents, these coverages become effective as soon as administratively practicable (generally as of the first day of the first full pay cycle following the receipt of your elections).

For plans where a **beneficiary** is named to receive a benefit in the event of a death, you can change your beneficiary elections at any time.

Boston Scientific Medical, Dental and Vision Plans

You can:

- Enroll or increase level of coverage
- waive coverage

Health Care Flexible Spending Account

You can:

- increase contributions

Dependent Day Care Flexible Spending Account

You can:

- enroll
- increase or decrease contributions

Voluntary Child Life Insurance

You can:

- increase or decrease coverage

Voluntary Accidental Death and Dismemberment Insurance

If you are currently enrolled, you can make these changes:

- increase or decrease coverage

Voluntary Spouse, Domestic Partner and Child Life Insurance

You can:

- increase or decrease coverage

Assistance and services

Your spouse's new job may result in changes to your child and elder care needs. You can get help with day care arrangements for your child or elderly relative through the Dependent and Elder care program by contacting **Guidance Resources**[®].

Other things to think about

You may want to review your tax withholding elections and complete a new W-4 form if you decide to make any changes. The amount of your take home pay may change if you make any changes to your benefits or tax withholding elections. You can get a W-4 form and any necessary state tax forms from:

- BSCConnect or directly from your state's website

Once you have completed and signed the forms, send to **the HR Service Center**

Contact

For more information, contact the HR Service Center; phone: 1-800-570-4455

Assistance and services

If you or your spouse is having difficulty coping with your spouse's unemployment, you may be able to get help through the Employee Assistance Program (EAP) offered through **GuidanceResources**[®]. For more information, contact **the HR Service Center**.

Other things to think about

You may want to review your tax withholding elections and complete a new W-4 form if you decide to make any changes. The amount of your take-home pay may change if you make any changes to your benefits or tax withholding elections. You can get a W-4 form and any necessary state tax forms from:

- BSCConnect or directly from your state's website

Once you have completed and signed the forms, send to **the HR Service Center**

Contact

For more information, contact the HR Service Center; phone: 1-800-570-4455

Death of an employee

Death of an employee

For your own peace of mind, you may want to be assured that your loved ones will be taken care of if something were to happen to you. Remember that you should routinely review your beneficiary on file for BSC basic life insurance as well as the one on file with the various benefit Plans you may be enrolled in.

[Death of an employee process](#)

HR Service Center responsibilities when notified of death of an employee.

1. HR Service Center receives termination via SuccessFactors or Employee Action Form and enters into SuccessFactors.

2. Termination case is opened.
3. Manager and HR Business Partner Notification is sent advising of the termination date and to fill out the Employee Separation Checklist.
4. Termination case is then sent to Payroll.
5. Upon receipt of the required documentation (copy of death certificate; copy of police report for AD&D claim), the HR Service Center will provide the death certificate to the appropriate vendors and notify the beneficiary.

For more information, contact the HR Service Center; phone: 1-800-570-4455

Benefits to Fit Your Life

We meet you with support, wherever you are in life. That's why we offer a wide range of solutions to help you manage your work and your life. Not just those "big" traditional benefits you count on, but additional ones that help make life a little easier.

We've organized these solutions by common life "events". Please [check out](#) the many resources available to you during life's most common experiences.