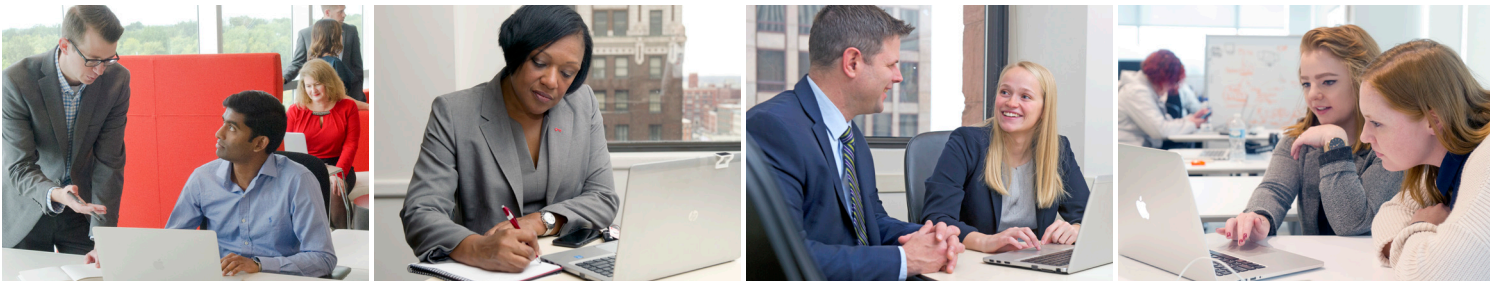


# KeyCorp 2024 Benefits

Enrollment and Reference Guide



Thrive with **Key**

# Table of Contents

Health: Promoting Healthy Lifestyles . . . . .	4
Additional Information . . . . .	8
Well-Being: Promoting Personal Wellness and Growth . . . . .	9
Financial: Building and Maintaining Financial Wellness . . . . .	11
Save for the Future . . . . .	11
Invest for the Future . . . . .	12
Plan for the Future . . . . .	13
Other Financial Wellness Programs . . . . .	14
Appendix . . . . .	15
401(k) Savings Plan Investment Fund Options . . . . .	16
Choosing a LifePath® Fund (Lifestyle/Pre-Mix Fund) . . . . .	17
Paid Time Off (PTO) . . . . .	18
Medical In-Network Summary Chart . . . . .	19
Medical Out-of-Network Summary Chart . . . . .	20
Prescription Drug Coverage Summary Chart . . . . .	21
Dental Summary Chart . . . . .	22
Vision Summary Chart . . . . .	23
2024 Medical, Dental, and Vision Plan Premiums . . . . .	24
2024 Biweekly Imputed Income for Domestic Partner Coverage . . . . .	25
Life Insurance Rates . . . . .	27
Spouse/Domestic Partner Life Insurance Rates . . . . .	28
Child(ren) Life Insurance Rates . . . . .	29
Glossary of Common Healthcare Terms . . . . .	30
Vendor Contacts . . . . .	31

# Thrive with Key: Helping You Live Your Best Life

## Employee Benefits & Programs

Welcome to Key, where we want you to thrive and live your best life. Our commitment to your health, well-being, and financial wellness is reflected in the benefits and programs we offer.

This guide will introduce you to Key's benefits, including our health and insurance and 401(k) savings benefits. Please review carefully. **You will have access to the enrollment system to begin making your elections as of your hire date.** Certain benefits will default if you do not take action. If you need medical coverage through Key, you are required to take action during your initial enrollment.

To make it easy for you to save for retirement, the 401(k) Savings Plan has a specific feature that automatically enrolls you in the plan and allows you to make contributions through convenient payroll deductions. Starting with the first pay period after 30 days from your hire date, 2% of your eligible pay will be deducted on a before-tax basis and invested entirely in the LifePath Fund associated with the date closest to your birth date (see the chart on page 17 for more information about the LifePath Funds). Your contribution rate will automatically increase by 1% of your eligible pay each year, on the anniversary date of your enrollment, until it reaches 10%. If you would like to be enrolled based on these choices, you don't need to do anything – your enrollment will take place automatically. You will receive an Automatic Enrollment Notice from Fidelity with detailed information. You may also make changes online at [NetBenefits.com](https://www.netbenefits.com) > **KeyCorp 401(k) Plan** > **Quick Links** > **Contribution Amount**.

If you have questions about the enrollment process for health and insurance benefits, contact **KeyBank Employee Services at 1-888-KEYS2HR (1-888-539-7247)**.

Please have the last four (4) digits of your Social Security number, your date of birth, and your password available when calling.

Representatives are available to assist you between 8:00 a.m. and 6:00 p.m. ET, Monday through Friday.

As an alternative, log in to HR Online to submit an HR Service request (available 24/7) or click on the HR Online Live Chat tile to chat with a representative during the hours previously stated.

If you have questions about the enrollment process for your 401(k) Savings Plan, contact Fidelity Retirement and Stock Plan Services at 1-866-402-7128.

Representatives are available to assist you between 8:30 a.m. and midnight ET, Monday through Friday.

## ACTION REQUIRED!

### You are required to enroll in or waive your health and insurance benefits.

If you fail to enroll in or waive your health and insurance benefits during your enrollment period, you will be assigned default benefits and the associated costs will be deducted from your pay. You will not be able to change your health benefits until the next Open Enrollment period in the fall, unless you experience a Life Event that enables you to change your benefits. Please review your confirmation carefully upon completing enrollment to ensure it accurately reflects your benefit choices for you and your dependents.

The default benefits include:

- **Basic Life Insurance:** 1X your Annual Benefits Base Rate (provided by Key)
- **Long-Term Disability:** 60% of eligible earnings option (requires post-tax employee contributions)

Other benefits require enrollment or you will have no coverage: Medical coverage, Health Savings Account (HSA) Employee Contribution, Dental coverage, Vision coverage, Supplemental Life Insurance, Spouse/Domestic Partner Life Insurance, Child Life Insurance, Accidental Death and Dismemberment Insurance, Critical Illness Insurance, Dependent Care Spending Account, ID Protection, and Legal benefits. You can also change your HSA contribution election at any time during the year.

Valid Life Events are determined by the Internal Revenue Service (IRS) and listed in each benefit plan's Summary Plan Description. You must request changes to your benefits elections within 31 days of the Life Event, and your change must be consistent with the Life Event.

# Health: Promoting Healthy Lifestyles

## Medical Plan – including prescription benefits

Employees who work 30 or more hours per week are eligible to participate in Key's medical benefits program. Key offers the choice of three high-deductible health plan options: Key Medical 1, Key Medical 2, and Key Medical 3. Each option has a combined medical/prescription deductible and maximum out-of-pocket expense.

These plans are offered through the UnitedHealthcare network for medical and the Express Scripts network for prescription drugs. You have the flexibility to go in and out of the medical network but will receive discounted rates for service when you go in-network.

You can access the UnitedHealthcare pre-member website at [whyuhc.com/keycorp](https://whyuhc.com/keycorp) to review the highlights of all three plan options and locate providers in the UnitedHealthcare network.

Express Scripts, our pharmacy benefit provider, also has a pre-member website at [express-scripts.com/keycorp](https://express-scripts.com/keycorp) that offers information on pricing your medication or finding a local retail pharmacy. Benefit summary charts for the Key medical and prescription drug benefits are included in the Appendix.

Medical plan premiums are based on your pay and are separated into three pay bands. Your pay band will be based on the greater of actual earnings received since your hire/rehire (base salary, cash commissions, and short-term incentives) or your annualized base pay (or Annual Benefits Base Rate, if applicable). Plan premiums for the Key Medical 1, Key Medical 2, and Key Medical 3 plans are included in the Appendix.

### Preparing to enroll:

- Most benefits, such as medical, dental, and vision, are effective the first of the month following hire date. Other benefits may have different effective dates noted in the plan descriptions.
- If you are adding dependents to your coverage, plan to have the Social Security number for each dependent (age 1 and older) readily available in order to complete your enrollment.

## Health Savings Account

When you enroll in one of the Key medical plan options, you may also open a KeyBank health savings account (HSA). A KeyBank HSA is a bank account that allows you to deposit funds via pretax payroll deductions. You can make tax-free withdrawals from the HSA to pay for qualified medical expenses, such as your deductible or coinsurance, as well as prescription drug, dental, and vision expenses. In order to have your pretax payroll contributions begin, you will need to open the HSA yourself. You will see a link at the end of the enrollment process.

You do not have to use the funds in the year in which they are deposited; you can save them for future medical expenses – or even use them after you leave Key or retire. Just like any bank account, you can only withdraw the funds that have been deposited.

Take advantage of an HSA as it offers triple tax savings:

- The money you put in is tax deductible, up to the annual 2024 IRS limit (\$4,150 single, \$8,300 family).
- You don't pay taxes on the interest you earn. You have investment selection options after your account balance reaches \$3,500.
- You don't pay taxes on the money you use for eligible healthcare expenses.

Go to [key.com/openemployeehsa](https://key.com/openemployeehsa) to view KeyBank HSA information or visit your local branch to open an account. You can also call HSA Client Services at 1-877-539-0202 with any questions. Use account code 250001 for an employee account.

For a complete list of HSA rules, limitations, and qualified expenses, see IRS publications 969 and 502, available at [irs.gov](https://irs.gov), or call the IRS Helpline at 1-800-829-1040.

## Dental Benefits

Employees who work 20 or more hours per week are eligible to participate in Key's dental and vision benefits program. Key's dental benefits are provided through Cigna. You have the option to receive your dental care and services from any provider, but you may save money when you use in-network providers who agree to charge contracted, reduced fees. Visit [Cigna Health Care Provider Directory](#) to find Cigna network dental providers.

## Vision Benefits

Key's routine vision benefits are provided through VSP. You can receive your routine vision care and services from any provider, but you may save money when you use in-network providers. That's because in-network providers agree to charge lower rates, and the plan may provide a higher level of coverage for in-network care. Visit VSP at [keybank.vspforme.com](http://keybank.vspforme.com).

## Dependent Verification

If you choose to enroll in a Key Medical or Dental Plan, you will be required to submit documentation to confirm the eligibility of each enrolled dependent. Alight's Dependent Verification Center will send you instructions on completing this process. Your dependents will remain enrolled in the plans you elected as you complete the dependent verification process with Alight as long as you complete it by the required deadline. You have 60 days to complete this process. If you don't verify your dependents by the due date, your dependents will be dropped from coverage shortly after the due date.



## Health Condition Resources

Key Medical Plan participants are eligible to participate in the following resources or programs to assist them with managing various health conditions or illnesses:

- Disease management for conditions such as diabetes, chronic lung disease, and heart conditions
- Life solutions for behavioral health conditions
- Real Appeal® weight loss program
- Cancer support program
- Hinge Health – digital exercise therapy program for back and joint pain
- Transplant resource services
- Maternity support program
- Health promotion specialists
- Advocates to assist with complex claim issues

In addition, all employees may purchase Critical Illness Insurance so that a diagnosis such as cancer, heart disease (stroke, heart attack, coronary heart disease), kidney failure, or organ transplant is less of a financial hardship. You may also be eligible for a leave of absence for a serious health condition or critical illness.

## Wellness Programs and Incentives



Key promotes healthy lifestyles and encourages you to take advantage of the many programs in place to help you live your best life. Watch for information throughout the year about opportunities to take advantage of programs or incentives available to you. Review announcements carefully, as some may have certain eligibility and timing. After your hire date, if you enroll in Key's Medical Plan, view Wellness Incentive details on **HR Online** to determine if you are eligible to earn the Wellness Incentive (HSA contribution).

## Life Insurance

Employees who work 20 or more hours per week are eligible for Basic, Supplemental, Spouse, and Child Life Insurance offered through The Hartford.

### Basic Life Insurance

Key provides you with basic group term life insurance coverage in the amount of one times your ABBR, up to a plan maximum of \$400,000.

Every employee at Key has an ABBR, or Annual Benefits Base Rate. This is either a flat dollar amount or equal to your annualized base pay. For jobs where pay is highly variable, a flat dollar ABBR of \$75,000 or \$150,000 is assigned.

The IRS requires you to be taxed on the value of employer-provided group term life insurance in the amount of \$50,000 or more. The taxable value of this life insurance coverage is called “imputed income.”

### Supplemental Life Insurance

You have the option to purchase Supplemental Life Insurance in addition to the Key-provided group term life (basic) insurance. You may choose to purchase additional coverage in an amount that is one to nine times your ABBR. You can purchase one to three times your ABBR with no health questions asked. For coverage greater than three times your ABBR, you will be required to complete a personal health application; the coverage will not go into effect until your personal health application is approved by The Hartford.

### Spouse Life Insurance

You have the option to purchase spouse/domestic partner life insurance. You may elect coverage from \$10,000 up to \$200,000. You can purchase \$10,000 up to \$35,000 with no health questions asked. For coverage greater than \$35,000, your spouse/partner will be required to complete a personal health application; the coverage will not go into effect until the personal health application is approved by The Hartford. Note: This coverage cannot exceed the combined value of your basic and supplemental life insurance amount.

## Child Life Insurance

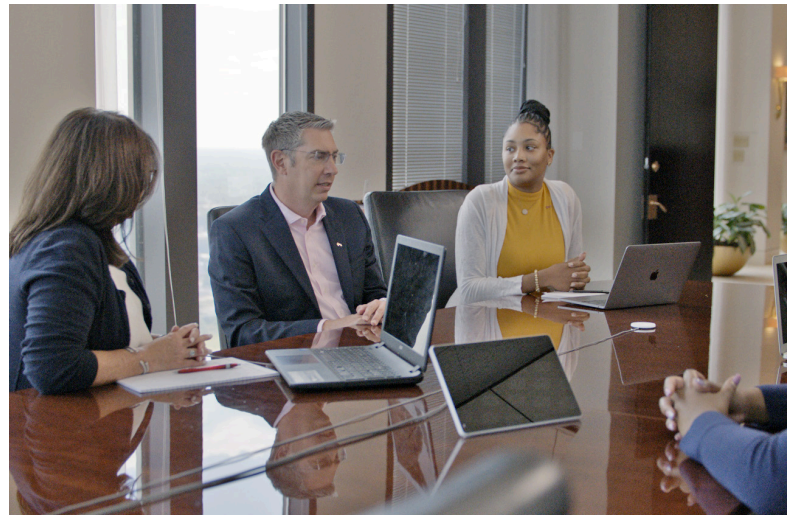
You also have the option to purchase child life insurance for your children or your domestic partner’s children. You may elect \$10,000 or \$20,000 coverage. One low rate covers one or more children. No health questions are asked.

### Accidental Death & Dismemberment Insurance

Employees who work 20 or more hours per week are eligible for Accidental Death & Dismemberment Insurance (AD&D) offered through The Hartford. This is an additional insurance benefit in the event of injury/death resulting from an accident. You may purchase Accidental Death & Dismemberment coverage for yourself, your spouse/ domestic partner, and/or your dependent children/ domestic partner’s children. You can elect coverage amounts ranging from \$50,000 to \$1,000,000.

### Designate Your Beneficiaries

Be sure to set up your beneficiaries to take care of your loved ones. The beneficiaries you choose for your Basic Life Insurance will be the same beneficiaries on your Supplemental Life and Accidental Death & Dismemberment Insurance. You are the beneficiary on Spouse and Child Life Insurance.





### **Critical Illness Insurance**

Employees can purchase Critical Illness Insurance, so that a diagnosis such as certain cancers, heart disease (stroke, heart attack, coronary artery disease), kidney failure, or even an organ transplant is less of a financial hardship. Critical Illness Insurance is intended to alleviate some of your financial concerns by providing you with a lump-sum payment of \$10,000, \$20,000, \$30,000, or \$40,000. Note: Pre-existing condition exclusions apply (review the Summary Plan description for additional details).

### **Long-Term Disability**

After 90 days of employment, employees who work 20 or more hours per week are eligible for Long-Term Disability coverage. You can receive up to 60% of eligible earnings if you are unable to work for more than 26 weeks due to serious illness/injury. Key provides LTD coverage of 50% of eligible earnings at no cost to you. The buy-up option provides coverage up to 60% of earnings. Employees default into the 60% coverage level with the option to switch to the 50% level. Employees with eligible earnings greater than \$360,000 will not be defaulted to the 60% coverage level due to the maximum benefit provision.

### **Short-Term Medical Leave**

After 90 days of employment, employees who work 20 or more hours per week are eligible to apply for Short-Term Medical Leave (STML) benefits if absent for seven consecutive calendar days for a non-work related illness or injury that prevents you from performing the essential duties of your job. STML benefits begin after you have been away from work for a period of seven consecutive days (the “waiting period”) and are contingent on approval.

If you have less than one year of service, approved STML benefits are paid at 60% of your base pay rate. If you have more than one year of service, approved STML benefits are paid at 100% of your base pay rate for six weeks; then 75% of base pay rate. Maximum benefit duration is 26 weeks.

### **Business Travel Insurance**

During the course of your employment at Key, you may be required to travel while conducting business on behalf of Key. The Key Travel Accident Insurance Plan provides all Key employees with additional financial protection in the event of their death or injury while traveling on Key business.

This additional insurance coverage is automatically provided to you as of your first day of active employment with Key. Plan coverage is paid for by Key.

# Additional Information

## Paycheck Benefit Deductions

Costs associated with your benefits will be deducted from the first two pays of each month for bi-weekly paid employees. When there are three pays in a month, benefit deductions are not withheld from the third pay. Unlike benefits deductions, 401(k) Savings Plan elections are deducted from each paycheck. Monthly paid employees pay for their benefits only once a month.

Generally, payroll deductions for health benefits are taken on a pretax basis. Post-tax deductions and imputed income (additional taxable earnings) may apply in certain situations. For example, if enrollment is completed after the benefit effective date, post-tax deductions will be taken for any retroactive premiums due. Imputed income will also apply to employer-provided group term life insurance coverage over \$50,000 and the value of coverage for enrolling a domestic partner in medical, dental and/or AD&D insurance.

## Vendor ID Cards

If you enroll in the Key Medical Plan, you will automatically receive an identification card mailed to your home from UnitedHealthcare for medical services. You may also access a digital ID card by registering on myuhc.com or the UnitedHealthcare mobile app.

For prescription drugs, you will have access to a digital ID card to use at pharmacies by creating your profile at Express-Scripts.com and/or on the Express Scripts Mobile App.

An ID card is not needed when accessing dental services through Cigna or vision services through VSP. Therefore, you will not receive ID cards for those plans. The enclosed vendor contact list provides you with information about how to access their websites.





# Well-Being: Promoting Personal Wellness and Growth

Resources to support all-around well-being.

In addition to benefits that support your health, Key offers a variety of programs designed to provide the support and encouragement you need to achieve all of your goals — at work and at home. Key’s well-being programs and resources are designed to offer you the support and assistance you need at any stage of life.

Find more information about the following programs on **HR Online**.

## **Paid Time Off (PTO) and Holidays**

PTO combines vacation, personal days, and sick time into one “bank” of days that employees can use in any way they choose (see Appendix for the PTO schedule). Key provides employees with eleven holidays (including observed and floating holidays) each calendar year.

## **Tuition Reimbursement**

Key offers tuition reimbursement to eligible employees who study at regionally accredited schools. All eligible employees may be approved for coursework related to their position and/or identified in their written and approved development plan. Discuss with your manager for approval.

## **Parental Leave**

Key provides up to 10 weeks of paid parental leave to bond with a child after birth, adoption, or foster placement. Visit **HR Online** for more information.

## **Adoption Assistance**

Key provides Adoption Assistance to eligible employees through adoption resources, referral services, and financial assistance in the amount of \$14,400 in adoption assistance once per calendar year. Employees may take up to 80 hours of paid Adoption-Time-Off per adoption for adoption related needs prior to the adoption.

## **Live Well & Thrive: Key’s Employee Assistance Program**

This program is a free, professional, and confidential service you can use to get help whenever you or a household member needs support. Up to six free counseling services are available. Online guidance, wellness tools, and wellness coaching are also available through the program.

Consultants are available 24 hours a day, seven days a week to offer support for work/life, legal, financial, and mental/emotional health concerns. For more information, visit **HR Online**.

## **Mental and Emotional Health**

In addition to the counseling and guidance offered through the Live Well & Thrive Program, Key offers access to on-demand apps (Sanvello™ Premium & MyStrength®) and ongoing wellness programming to support mental and emotional health needs. Key also has online resources and mental health coverage available through Key’s Medical Plan.

## **Parenting & Caregiver Support**

Key provides Parenting & Caregiver Support through Torchlight® and the Live Well & Thrive Program, including advisory services, guidance, tools, assistance with care coordination, provider referrals, and more.

## **Lifestyle Spending Account**

Key offers a Lifestyle Spending Account to support employees’ diverse lifestyle needs. The Lifestyle Spending Account reimburses eligible employees up to \$500 per calendar year for eligible post-tax expenses incurred and paid during the calendar year. You can spend it on whatever matters most to you – whether it’s health, mental wellness, family needs, or finances.

### **Matching Gifts Programs**

The Employee Matching Gifts Program offers eligible employees the opportunity to support qualified nonprofit organizations and multiply their contributions through the KeyBank Foundation. Visit Key4Community on KeyConnect for more information.

### **Career Development and Mentoring**

Key offers many tools, resources, and programs to help support your career development, including mentoring programs, workshops, and a portal of tools and resources.

### **Reasonable Accommodations**

Key may provide a reasonable accommodation to assist an employee with a disability in performing the essential functions of their job; to an employee to accommodate their religious beliefs, observances, and practices; and/or to an employee who is a victim of domestic violence, sexual assault, or stalking if the employee requests it for their safety. Prior to the start date, individuals who believe they may require a reasonable accommodation should contact their Recruiter for information. Additional information regarding reasonable accommodations is available in **HR Online**.

# Financial: Building and Maintaining Financial Wellness

## Save for the Future

### 401(k) Savings Plan

Key designed the 401(k) Savings Plan to help make it easier to save for your financial future and give you the flexibility to save and invest in a way that supports your financial goals — both near- and long-term. Take the following steps to begin saving through the 401(k) Savings Plan:

<b>Step 1: Enroll</b>	<b>Enroll in the 401(k) Savings Plan to get started:</b> <ul style="list-style-type: none"><li>• Log on to Fidelity NetBenefits® at netbenefits.com.</li><li>• If you are a new user, select “Register as a new user” to create an account. If you have existing accounts with Fidelity, you can use the same username and password to access your 401(k) Savings Plan account.</li><li>• Select KeyCorp 401(k) Plan &gt; Enroll Now</li></ul> <b>Note:</b> If you don’t enroll by the date shown on the Automatic Enrollment Notice you received from Fidelity, you’ll be automatically enrolled in the 401(k) Savings Plan, with 2% of your eligible pay deducted on a before-tax basis and your investment election will default to the LifePath Fund closest to your retirement age. (See page 17 for more information.)
<b>Step 2: Contribute</b>	<b>Make before-tax or Roth after-tax contributions, or both, through convenient payroll deductions.</b> <ul style="list-style-type: none"><li>• After one year of service, Key matches 100% of your contributions, up to 7% of your eligible pay.</li><li>• Any contributions from both you and Key are immediately 100% vested.</li></ul>
<b>Step 3: Invest</b>	<b>Invest in the 401(k) Savings Plan in a way that best suits your investing style:</b> <ul style="list-style-type: none"><li>• Select your own investment approach from a variety of fund options,</li><li>• Choose a LifePath fund (i.e., lifestyle/pre-mix fund), or</li><li>• Receive investment help to make decisions once you’ve established an account balance.</li></ul>
<b>Step 4: Designate</b>	<b>Designate your beneficiaries to ensure your money goes to your loved ones in the event of your death.</b> <ul style="list-style-type: none"><li>• Name the people, trusts, or estates that you want to receive your money.</li><li>• The beneficiaries you have on file for the 401(k) Savings Plan are separate from any people or entities you name in a personal will or insurance policy.</li></ul>

### Make the most of the 401(k) Savings Plan. Consider:

- Contributing at least 7% to maximize the company match.
- Participating in the Automatic Increase Program to increase your contributions by a set amount each year.
- Rolling over savings from a previous employer’s qualified plan to consolidate your retirement savings.

# Invest for the Future

## Investing in the 401(k) Savings Plan

While some employees like having control over how they invest in a wide variety of investment funds, others may want more help making those decisions. Key offers you three investment approaches to help fit your long-term goals. You can change your investments virtually any time.

<b>Do it for me</b>	<p><b>Choose one fund</b></p> <p>Select a LifePath Fund based on a projected retirement date. The fund will adjust to become more conservative over time. LifePath Funds are an asset mix of stocks, bonds, and other investments that automatically become more conservative as the fund approaches its target retirement date and beyond. Principal invested is not guaranteed.</p> <p><b>Get professional management</b></p> <p>Fidelity Managed Account service offers ongoing support and a personalized strategy make it easy for you to stay on track. Advisory fee and fund expenses apply. With Fidelity's assistance, you'll create a plan, put the plan into action, and track your progress against your stated goals.</p>
<b>I'll do it myself</b>	<p><b>Choose your own investments</b></p> <p>Build your own portfolio from the options within the fund lineup (see the Appendix for the list of options available).</p> <p>Resources are available on NetBenefits to help:</p> <ul style="list-style-type: none"><li>• Go to the Investment Performance and Research page for details about your options.<ul style="list-style-type: none"><li>– After logging in, select the KeyCorp 401(k) Plan &gt; Quick Links &gt; Investment Performance and Research.</li></ul></li><li>• Visit the Planning and Guidance Center to build an investment portfolio that can help meet your needs.<ul style="list-style-type: none"><li>– After logging in, select Plan &amp; Learn.</li></ul></li></ul>

For important information about fees and expenses associated with the 401(k) Savings Plan, log on to NetBenefits, select the KeyCorp 401(k) Plan > Quick Links > Plan Information and Documents.

### Help me decide

Fidelity's NetBenefits.com site has tools and research that can help you determine how to invest your 401(k) Plan contributions. After logging in to NetBenefits, select KeyCorp 401(k) Plan > Quick Links > Investment Performance and Research > Investment Strategies.

# Plan for the Future

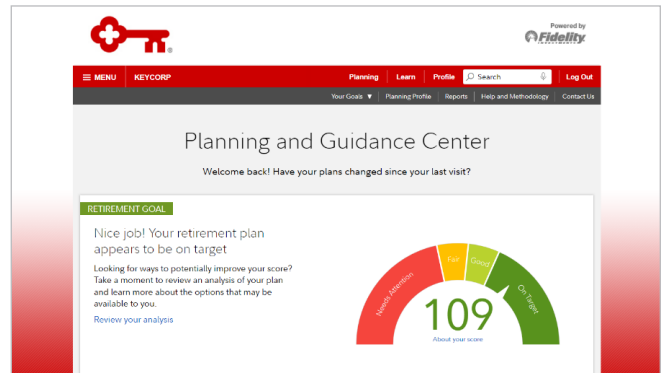
Whether you're just starting out or nearing retirement, **NetBenefits has several tools, videos, live and on-demand webinars, and other resources** that cover a range of topics, such as **retirement planning, loans, budgeting, emergency savings** and more. After logging in, select Plan & Learn to access the library of resources or visit the Planning and Guidance Center.

At the **Planning & Guidance Center** you can:

- Set up a retirement goal
- Find an investing strategy
- Determine whether you're on track for retirement
- Plan for other savings goals

**Screenshot for illustrated purposes only.**

**IMPORTANT:** The projections or other information generated by the Planning & Guidance Center's Retirement Analysis regarding the likelihood of various investment outcomes are hypothetical in nature, do not reflect actual investment results, and are not guarantees of future results. Your results may vary with each use and over time.



## Need more help?

If you have questions, call **Fidelity Retirement and Stock Plan Services** at **1-866-402-7128** and state the reason for your call. Representatives are available to assist you between 8:30 a.m. and midnight ET, Monday through Friday. If you don't have a password, you will be prompted to create one.

## KeyCorp Second Deferred Savings Plan

Based on your compensation level, you may also be eligible to participate in the KeyCorp Second Deferred Savings Plan (SDSP). If you are eligible to participate in the SDSP, you will receive an email communication from Fidelity Retirement Plan Services at the beginning of open enrollment in the fall with the information on the SDSP and how to make an election to participate.

# Other Financial Wellness Programs

Key offers more financial wellness programs beyond our 401(k) plan.

## Discounted stock purchase program

Key's Discounted Stock Purchase Plan offers employees the opportunity to purchase Common Shares of KeyCorp at a 10% discount.

## Key Financial Wellness Review®

Key offers financial wellness reviews to give you the information and guidance you need to take steps on your financial journey.

Employees can schedule time with a personal banker to complete a review in-person or virtually. This discussion covers a variety of financial areas relating to budgeting, building short- and long-term savings and managing credit.

## Student loan discount

Key employees receive an exclusive discount on refinancing student loans through [Laurel Road](#).

## Commuter parking and public transit savings

Key's Commuter Benefits program allows eligible employees to use pretax dollars to cover parking expenses or public transit expenses related to your travel to work and thereby reduce your taxable income.

## Will preparation

Through The Hartford, employees eligible for basic life insurance have access to EstateGuidance. It helps you protect your family's future by creating a will online – backed by online support from licensed attorneys.

Visit: [www.estateguidance.com](http://www.estateguidance.com)

Use code: **WILLHLF**

## Legal and financial services through Live Well & Thrive Program

Through Key's Live Well & Thrive Program, employees can access unlimited legal and financial consultation services that include help with:

- Civil or consumer issues
- Personal and family legal issues
- Real estate
- Will preparation
- Estate planning
- Budgeting
- Debt

## Legal Plan

Key's Legal Plan benefit provides support and protection for unexpected life events that can lead to unexpected legal concerns that are difficult to handle alone. You have access to a national network of attorneys who are matched to your specific legal needs, which saves you time and costly legal fees.

## Financial relief for personal hardship

Key's Hardship Relief Fund provides financial assistance up to \$3,000 in a rolling 12-month period, for employees faced with unexpected hardship/loss directly resulting from an unexpected emergency hardship or qualified disaster.

## Scholarship Program

Key supports employees' families by offering children of employees an opportunity to be awarded a \$2,500 college scholarship. Scholarships will be renewable annually for students enrolled in a two- or four-year undergraduate program.

Employees' children can apply for a scholarship award between January and March.

## Dependent Care Spending Account

Key's Dependent Care Spending Account provides eligible employees who work 20 or more hours per week a pretax benefit account to use tax-free funds to pay for dependent care services such as child care. You decide how much to contribute up to an annual maximum based on earning classification (\$5,000 max for those earning below \$130K in total annual earnings and \$2,000 max for those earning \$130K or higher in total annual earnings).

Funds are withdrawn automatically from each paycheck for deposit into your spending account before taxes are deducted. You pay for dependent care expenses and then you can submit claims for reimbursement. Go to **HR Online** for more information.

## ID Protection Plan

Key's Identity Theft Protection benefit offers help to reduce the risk of identity theft and provides resolution if the unfortunate event occurs.

It delivers comprehensive financial and identity monitoring to help you protect yourself and family against the impact of identity theft. The benefit is fully paid for by you via post-tax payroll deductions. Go to **HR Online** for more information.

# Appendix

# 401(k) Savings Plan Investment Fund Options

Choosing your own investment mix options.

The KeyCorp 401(k) Savings Plan offers you a variety of investment funds, including both actively managed and/or index funds. You can also select a LifePath® Fund associated with the date you expect to start receiving your 401(k) benefit. See the next page for a listing of LifePath Funds, which are designed to hold an investor's entire balance.

Fund name	Fund type	Active or index	Risk spectrum
Federated Gov Obligations Fund	Money Market	Active	<p><b>Conservative</b></p>
KeyBank EB MaGIC Fund	GIC Stable Value	Active	
BlackRock U.S. Debt Index Fund	Bond	Index	
PIMCO Total Return Separate Account		Active	
PIMCO Diversified Real Asset	Real Assets	Active	
Boston Partners Large Cap Value Equity	Large U.S. Equity	Active	
BlackRock Equity Index Fund		Index	
Jennison Large Cap Growth Trust		Active	
BlackRock Extended Equity Market Fund	Mid U.S. Equity	Active	
Victory Sycamore Small Company Opportunity Fund (VSOIX)	Small U.S. Equity	Active	
T. Rowe Price QM U.S. Small Cap Growth Equity	Small Cap Stock	Active	
Dodge & Cox International Stock Fund	International	Active	
Harding Loevner International Equity		Active	
BlackRock MSCI ACWI ex-US IMI Index Fund		Index	



# Choosing a LifePath® Fund (Lifestyle/Pre-Mix Fund)

Your birth date	Default investment alternative*
1957 and Prior	LifePath Retirement Fund
1958 to 1962	LifePath 2025 Fund
1963 to 1967	LifePath 2030 Fund
1968 to 1972	LifePath 2035 Fund
1973 to 1977	LifePath 2040 Fund
1978 to 1982	LifePath 2045 Fund
1983 to 1987	LifePath 2050 Fund
1988 to 1992	LifePath 2055 Fund
1993 to 1997	LifePath 2060 Fund
1998 and Later	LifePath 2065 Fund

\*Based on retirement at age 65.

The information in these charts is not intended as investment advice. You should read and understand the prospectus or other disclosure documents for each investment option prior to making any investment decisions. To review these documents, log on to [netbenefits.com](https://netbenefits.com) and click on the **KeyCorp 401(k) Plan > Quick Links > Plan Information and Documents > Plan Literature**.

## Your investment fund options

For up-to-date investment fund and help options, log on to [netbenefits.com](https://netbenefits.com), then select the **KeyCorp 401(k) Plan > Quick Links > Investment Performance and Research** to find what you need.

# Paid Time Off (PTO)

Key recognizes the need to provide employees with paid time off (PTO) from work for rest and relaxation, to attend to personal business, or due to occasional illness or injury of the employee or family member. In addition, many state and local laws require certain employers to provide time off from work for various reasons including, but not limited to, attending children’s school events, attending to matters related to being a victim of domestic violence and/or other criminal events, and for election voting. Although time away from work is equally important, it is important for employees to be at work when they are scheduled to work. PTO is used for both scheduled and unscheduled absences. PTO combines vacation, personal days, and sick time into one “bank” of days that employees can use in any way they choose.

During an employee’s first calendar year at Key, PTO is based on an employee’s career level and prorated according to the month of hire. See the New Hire PTO Schedule below for full-time employees. The following year, the employee’s PTO will be set to the full PTO annual allotment based on the employee’s career level and years of service at Key. PTO is accrued at the end of each pay period, but employees are eligible to use PTO time immediately upon employment. PTO amount for part-time employees is based on years of service and weekly scheduled hours.

## New Hire PTO Schedule

Month of Hire/Eligibility	Career Levels 8-9	Career Levels 5-7	Career Levels 1-4
January	13 days* (104 hours)	18 days (144 hours)	22 days (176 hours)
February	12 days (96 hours)	16 days (128 hours)	20 days (160 hours)
March	11 days (88 hours)	15 days (120 hours)	18 days (144 hours)
April	10 days (80 hours)	13 days (104 hours)	16 days (128 hours)
May	8 days (64 hours)	11 days (88 hours)	14 days (112 hours)
June	7 days (56 hours)	10 days (80 hours)	12 days (96 hours)
July	6 days (48 hours)	8 days (64 hours)	10 days (80 hours)
August	5 days (40 hours)	6 days (48 hours)	8 days (64 hours)
September	4 days (32 hours)	5 days (40 hours)	6 days (48 hours)
October	3 days (24 hours)	4 days (32 hours)	5 days (40 hours)
November	2 days (16 hours)	3 days (24 hours)	4 days (32 hours)
December	1 day (8 hours)	1 day (8 hours)	2 days (16 hours)

## Full-Time Employees Annual PTO Schedule

PTO Annual Allowance Years of Service	Career Levels 8-9	Career Levels 5-7	Career Levels 1-4
1st–4th anniversary year	15 days* (120 hours)	20 days (160 hours)	25 days (200 hours)
5th–9th anniversary year	20 days (160 hours)	25 days (200 hours)	25 days (200 hours)
10th–14th anniversary year	25 days (200 hours)	25 days (200 hours)	25 days (200 hours)
15th anniversary year or more	27 days (216 hours)	27 days (216 hours)	27 days (216 hours)

\*Based on standard 40-hour work week.

# Medical In-Network

Plan Provisions	Key Medical 1	Key Medical 2	Key Medical 3
<b>Administrator: UnitedHealthcare</b>	<b>In-Network Benefits</b>		
<b>Deductible</b> (Combined medical/Rx deductible)	Employee-only coverage: \$1,600 Family coverage: \$3,200	Employee-only coverage: \$1,600 Family coverage: \$3,200	Employee-only coverage: \$3,000 Family coverage: \$6,000
<b>Coinsurance</b> (Plan pays/employee pays) <sup>1</sup>	90%/10% <sup>1</sup>	80%/20% <sup>1</sup>	70%/30% <sup>1</sup>
<b>Out-of-Pocket Maximum</b> (Includes deductible and coinsurance)	Employee-only coverage: \$2,000 Family coverage: \$4,000	Employee-only coverage: \$3,500 Family coverage: \$7,000	Employee-only coverage: \$5,000 Family coverage: \$10,000 (Individuals in Family coverage have an out-of-pocket maximum of \$9,450)
<b>KeyBank Health Savings Account (HSA) Annual Employer Contribution</b> (As part of the Wellness Incentive program) <sup>2</sup>	Applicable only if you earned the 2024 Wellness Incentive Employee-only coverage: \$600 <sup>2</sup> All other coverage levels: \$1,200 <sup>2</sup>		
<b>Preventive Care: Includes Routine Well Exams, Screenings, Immunizations</b> (General/Family Practitioner, Internist, Pediatrician, OB/GYN)	Plan pays 100% <sup>3</sup> (not subject to the deductible) Visit <a href="https://uhcpreventivecare.com">uhcpreventivecare.com</a> for preventive care guidelines.		
<b>Other Office Visit Exam Fee – Primary Care</b> (General/Family Practitioner, Internist, Pediatrician, OB/GYN)	Plan pays 90% <sup>1</sup>	Plan pays 80% <sup>1</sup>	Plan pays 70% <sup>1</sup>
<b>Office Visit Exam Fee – Specialist</b>			
<b>Urgent Care Centers</b>			
<b>Emergency Room</b>			
<b>Hospitalization</b>			
<b>Surgery</b>			
<b>Outpatient Facilities</b>			
<b>X-rays/Lab Tests</b>			
<b>Chiropractic</b> (up to 25 visits annually)			
<b>Mental Health (Including Substance Use) Treatment – Inpatient</b>			
<b>Mental Health (Including Substance Use) Treatment – Outpatient</b>			

<sup>1</sup> Subject to annual deductible and out-of-pocket maximum. Select preventive medications bypass the deductible. This means that you have the benefit of paying the applicable coinsurance without having to meet the deductible first. Although the coinsurance will not apply to the deductible, it does apply toward the out-of-pocket maximum. See the Prescription Drug Chart for more details.

<sup>2</sup> In addition to completing the required health actions to receive the Key contribution to the employee's KeyBank HSA, the employee and/or covered spouse/partner must continue to be enrolled in the Key Medical Plan for 2024. The 2024 Wellness Incentive amount is based on completing the required activities by the deadline of Sept. 29, 2023. The Key contribution to your HSA paid in Jan. 2024 will be based on your plan enrollment tier (e.g., Employee Only, Employee + Spouse, etc) as of the last business day of Sept. 2023, as long as you remain actively employed and enrolled in the Key Medical Plan for Jan. 1, 2024. If the employee is no longer active at the time of the HSA contribution, does not have an HSA, or fails to open one before or during 2024, the employee may forfeit the Key contribution for 2024. If you are age 65 or older, your Wellness Incentive will be paid as a per-pay premium credit. Review details at [HR Online](#) > **Benefits to Thrive**.

<sup>3</sup> Is not subject to nor counts toward the deductible or out-of-pocket maximum.

The information contained in this Benefit Summary Chart provides a very general overview of the KeyCorp Medical Plan coverages that will be in effect for the 2024 Plan year. For more specific Plan coverage information, please review the Medical Plan's Summary Plan Description (SPD), which can be found at [hronline.keybank.com](https://hronline.keybank.com) > **Benefits to Thrive** > **Benefits References**. Please be aware that the Medical Plan may not cover certain services and procedures that you wish to have performed. While these services will not be paid for by the Plan, you must always determine the medical care that is best for you.

If you use network providers, your Plan coinsurance costs are based on UnitedHealthcare's negotiated network fees. Plan coinsurance costs for out-of-network providers are based on the reasonable and customary charges for the particular service received. The above chart reflects only in-network coinsurance costs.

This information serves to update the medical coverage that is provided to eligible participants under the Key Medical Plan. If there is a disagreement between this overview and the Plan documents, including the Plan's SPD, the Plan documents always control. Also, please understand that Key reserves the right to amend or modify the Plan, including its prescription drug coverage, and to terminate the Plan at any time and for any reason.

To contact UnitedHealthcare, call **1-866-201-0017** (8 a.m. to 11 p.m. Eastern time) or visit [myuhc.com](https://myuhc.com)® (pre-members, visit [whyuhc.com/keycorp](https://whyuhc.com/keycorp)).

# Medical Out-of-Network

Plan Provisions	Key Medical 1	Key Medical 2	Key Medical 3
<b>Administrator: UnitedHealthcare</b>	<b>Out-of-Network Benefits</b>		
<b>Deductible</b> (Combined medical/Rx deductible)	Employee-only coverage: \$3,200 Family coverage: \$6,400	Employee-only coverage: \$3,200 Family coverage: \$6,400	Employee-only coverage: \$6,000 Family coverage: \$12,000
<b>Coinsurance</b> (Plan pays/employee pays) <sup>1</sup>	60%/40% <sup>1</sup>	60%/40% <sup>1</sup>	50%/50% <sup>1</sup>
<b>Out-of-Pocket Maximum</b> (Includes deductible and coinsurance)	Employee-only coverage: \$6,000 Family coverage: \$12,000	Employee-only coverage: \$7,000 Family coverage: \$14,000	Employee-only coverage: \$10,000 Family coverage: \$20,000
<b>KeyBank Health Savings Account (HSA) Annual Employer Contribution</b> (As part of the Wellness Incentive program) <sup>2</sup>	Applicable only if you earned the 2024 Wellness Incentive Employee-only coverage: \$600 <sup>2</sup> All other coverage levels: \$1,200 <sup>2</sup>		
<b>Preventive Care: Includes Routine Well Exams, Screenings, Immunizations</b> (General/Family Practitioner, Internist, Pediatrician, OB/GYN)	Plan pays 100% <sup>3</sup> (not subject to the deductible) Visit <a href="http://uhcpreventivecare.com">uhcpreventivecare.com</a> for preventive care guidelines.		
<b>Other Office Visit Exam Fee – Primary Care</b> (General/Family Practitioner, Internist, Pediatrician, OB/GYN)	Plan pays 60% <sup>1</sup>	Plan pays 60% <sup>1</sup>	Plan pays 50% <sup>1</sup>
<b>Other Office Visit Exam Fee – Specialist</b>			
<b>Urgent Care Centers</b>			
<b>Hospitalization</b>			
<b>Surgery</b>			
<b>Outpatient Facilities</b>			
<b>X-rays/Lab Tests</b>			
<b>Chiropractic</b> (Up to 25 visits annually)			
<b>Mental Health (Including Substance Use) Treatment – Inpatient</b>			
<b>Mental Health (Including Substance Use) Treatment – Outpatient</b>			
<b>Emergency</b>	Plan pays 90% <sup>1</sup>	Plan pays 80% <sup>1</sup>	Plan pays 70% <sup>1</sup>

<sup>1</sup> Subject to annual deductible and out-of-pocket maximum. Select preventive medications bypass the deductible. This means that you have the benefit of paying the applicable coinsurance without having to meet the deductible first. Although the coinsurance will not apply to the deductible, it does apply toward the out-of-pocket maximum. See the Prescription Drug Chart for more details.

<sup>2</sup> In addition to completing the required health actions to receive the Key contribution to the employee's KeyBank HSA, the employee and/or covered spouse/partner must continue to be enrolled in the Key Medical Plan for 2024. The 2024 Wellness Incentive amount is based on completing the required activities by the deadline of Sept. 29, 2023. The Key contribution to your HSA paid in Jan. 2024 will be based on your plan enrollment tier (eg., Employee Only, Employee + Spouse, etc) as of the last business day of Sept. 2023, as long as you remain actively employed and enrolled in the Key Medical Plan for Jan. 1, 2024. If the employee is no longer active at the time of the HSA contribution, does not have an HSA, or fails to open one before or during 2024, the employee may forfeit the Key contribution for 2024. If you are age 65 or older, your Wellness Incentive will be paid as a per-pay premium credit. Review details at [HR Online > Benefits to Thrive](#).

<sup>3</sup> Is not subject to nor counts toward the deductible or out-of-pocket maximum.

The information contained in this Benefit Summary Chart provides a very general overview of the KeyCorp Medical Plan coverages that will be in effect for the 2024 Plan year. For more specific Plan coverage information, please review the Medical Plan's Summary Plan Description (SPD), which can be found at [hronline.keybank.com](http://hronline.keybank.com) > **Benefits to Thrive > Benefits References**. Please be aware that the Medical Plan may not cover certain services and procedures that you wish to have performed. While these services will not be paid for by the Plan, you must always determine the medical care that is best for you.

If you use network providers, your Plan coinsurance costs are based on UnitedHealthcare's negotiated network fees. Plan coinsurance costs for out-of-network providers are based on the reasonable and customary charges for the particular service received. The above chart reflects only out-of-network coinsurance costs.

This information serves to update the medical coverage that is provided to eligible participants under the Key Medical Plan. If there is a disagreement between this overview and the Plan documents, including the Plan's SPD, the Plan documents always control. Also, please understand that Key reserves the right to amend or modify the Plan, including its prescription drug coverage, and to terminate the Plan at any time and for any reason.

To contact UnitedHealthcare, call **1-866-201-0017** (8 a.m. to 11 p.m. Eastern time) or visit [myuhc.com](http://myuhc.com)<sup>®</sup> (pre-members, visit [whyuhc.com/keycorp](http://whyuhc.com/keycorp)).

# Prescription Drug Coverage

Plan Provisions	Key Medical 1	Key Medical 2	Key Medical 3
Administrator: Express Scripts®	In-Network Benefits <sup>1</sup>		
Generic <sup>2</sup>	Subject to combined medical/Rx deductible		
Brand/Specialty <sup>2</sup>			
Select Preventive Medications (Go to <a href="https://express-scripts.com/keycorp">express-scripts.com/keycorp</a> for the preventive medication list.)	Not subject to deductible. Employee pays applicable coinsurance shown below without having to meet the deductible first. Coinsurance will not apply toward combined medical/Rx deductible; will apply to out-of-pocket maximum.		
Retail Pharmacy	Employee Pays		
Generic	20% (\$4 minimum)	20% (\$4 minimum)	30% (\$4 minimum)
Preferred Brand	40%	40%	50%
Non-Preferred Brand	60%	60%	70%
3-Month Supply - Express Scripts Mail Order or CVS Retail Pharmacy (Required for maintenance meds) <sup>3</sup>	Employee Pays		
Generic	20% (\$10 minimum)	20% (\$10 minimum)	30% (\$10 minimum)
Preferred Brand	40%	40%	50%
Non-Preferred Brand	60%	60%	70%

<sup>1</sup> Coinsurance is subject to combined medical/Rx deductible and out-of-pocket maximum.

– If you go out of network, you will pay 100% of the pharmacy’s retail charge and you must complete a prescription drug reimbursement form. You will be responsible for paying the coinsurance referenced above (Generic, Preferred Brand, Non-Preferred Brand), as well as the difference between the pharmacy’s regular charge and the discounted cost that would have applied had you used a network pharmacy. Examples of out-of-network pharmacies include: Walgreens, Duane Reade, Happy Harry’s and Kroger. Please always confirm current pharmacy network status by logging into your account at [express-scripts.com](https://express-scripts.com) or by calling Express Scripts at 1-800-849-9138.

– Patient assistance funded by pharmaceutical manufacturers for specialty drugs will not be considered true out-of-pocket expenses for members and may not apply to the deductible and out-of-pocket maximum.

<sup>2</sup> Some medications require a clinical review or may be an exclusion on the Plan. Go to [express-scripts.com/keycorp](https://express-scripts.com/keycorp) to view the clinical program and exclusion lists. These lists may change during the Plan year and if that occurs (with respect to a medication that is currently being covered by the Plan), Express Scripts will send you written communication. If you purchase a brand-name prescription drug that has an available generic equivalent, you will pay the generic drug cost share plus the cost difference between the brand-name prescription drug and the equivalent generic prescription drug (applies to both physician and patient requests for brand name instead of generic). The difference in cost does not apply to your deductible or out-of-pocket maximum.

<sup>3</sup> You must fill maintenance medications as a 90-day supply at CVS or through Express Scripts home delivery pharmacy.

– If you choose to fill maintenance medications at another pharmacy, or for less than a 90-day supply, you must contact Express Scripts to actively document that choice, or you will incur an increased cost.

– **You can obtain two 30-day courtesy fills before you must switch to 90 days at CVS or Express Scripts home delivery, or declare your decision to Express Scripts. Otherwise, after those two courtesy fills, you will be required to pay the full cost of the medication until you inform Express Scripts of your choice.**

The information contained in this Summary Chart provides a very general overview of the KeyCorp Medical Plan prescription drug coverages that will be in effect for the 2024 Plan year. For more specific Plan coverage information, please review the Medical Plan’s Summary Plan Description (SPD), which can be found at [hronline.keybank.com](https://hronline.keybank.com) > **Benefits to Thrive > Benefits References.**

If you use network providers, your Plan coinsurance costs are based on Express Scripts’ negotiated network fees. Mail-order benefits available only through Express Scripts mail order or participating CVS Retail Pharmacies. Please be aware that the Medical Plan may not cover certain products and procedures that you wish to have performed. While these services will not be paid for by the Plan, you must always determine the medical care that is best for you.

This information serves to update the medical coverage that is provided to eligible participants under the Key Medical Plan. If there is a disagreement between this overview and the Plan documents, including the Plan’s SPD, the Plan documents always control. Also, please understand that Key reserves the right to amend or modify the Plan, including its prescription drug coverage, and to terminate the Plan at any time and for any reason.

# Dental

Plan Provisions		
Administrator: Cigna®	In-Network	Out-of-Network
Reimbursement Levels	Based on contracted fees	Based on Reasonable & Customary (R&C) allowance
Maximum Annual Benefit	\$1,500 per person (all services) except orthodontia	
Deductible	\$50 per person/\$100 per family	
Wellness and Diagnostic Care		
Oral Exams (2 per year)	Plan pays 100%	Plan pays 100% of the R&C allowance
Routine Cleanings (2 per year)		
Full Mouth X-rays (1 complete set every 3 years) or Panoramic X-ray (1 every 3 years)		
Bitewing X-rays (2 per year)		
Fluoride Application (2 per year under age 19)		
Sealants (Limited to posterior tooth, 1 treatment per tooth every 3 years)		
Space Maintainers (Limited to non-orthodontic treatment; 1 per tooth, per lifetime, to age 19)		
Emergency Care to Relieve Pain		
Basic Restorative Care <sup>1</sup>		
Fillings <sup>2</sup>	Plan pays 80% <sup>3</sup>	Plan pays 80% of the R&C allowance <sup>3</sup>
Root Canal Therapy		
Osseous Surgery		
Periodontal Scaling and Root Planing		
Denture Adjustments and Repairs		
Extractions		
Oral Surgery		
Major Restorative Care <sup>1</sup>		
Crowns	Plan pays 50% <sup>3</sup>	Plan pays 50% of the R&C allowance <sup>3</sup>
Dentures		
Bridges		
Implants		
Orthodontia <sup>1</sup>		
Orthodontia	Plan pays 50% <sup>3</sup>	Plan pays 50% of the R&C allowance <sup>3</sup>
Orthodontia Lifetime Maximum Paid by Plan	\$1,500 per person <sup>3</sup>	

<sup>1</sup> Out-of-pocket costs may be lower if you see a network provider for these services.

<sup>2</sup> Amalgam (silver) or composite (white) fillings covered based on type of tooth and the alternative treatment provision. See Summary Plan Description (SPD) for details.

<sup>3</sup> Subject to annual deductible.

The information contained in this Summary Chart provides a very general overview of the KeyCorp Dental Plan coverages that will be in effect for the 2024 Plan year. For more specific Plan coverage information, please review the Dental Plan's SPD, which can be found at [hronline.keybank.com](https://hronline.keybank.com) > **Benefits to Thrive** > **Benefits References**.

If you use network providers, your Plan coinsurance costs are based on Cigna's negotiated network fees. Plan coinsurance costs for out-of-network providers are based on the reasonable and customary charges for the particular service received.

Please be aware that the Dental Plan may not cover certain services and procedures you wish to have performed. While these services will not be paid for by the Plan, you must always determine the dental care that is best for you. Pre-treatment review is suggested when you are considering dental work in excess of \$200.

This information serves to update the dental coverage that is provided to eligible participants under the Dental Plan. If there is a disagreement between this overview and the Plan documents, including the Plan's SPD, the Plan documents always control. Also, please understand that Key reserves the right to amend or modify the Plan and to terminate the Plan at any time and for any reason.

To contact Cigna, call 1-800-CIGNA24 or visit [myCigna.com](https://myCigna.com).

# Vision

## Plan Provisions

Administrator: VSP®	VSP Network	Out-of-Network
<b>Routine Eye Exam</b> (1 per calendar year)	\$10 employee copay (\$0 Premier Providers)	Up to \$55 allowance
<b>Retinal Imaging Benefit</b>	Up to \$39 copay (\$0 Premier Providers)	NA
<b>Vision Hardware</b> (1 per calendar year: either frames/lenses OR contact lenses)		
<b>Frames</b>	\$150 allowance; 20% off balance over \$150 \$200 allowance on Featured Brands	Up to \$70 allowance
<b>Standard Plastic Lenses</b>		
<b>Single Vision</b>	No charge	Up to \$70 allowance
<b>Bifocal</b>		Up to \$80 allowance
<b>Trifocal</b>		Up to \$100 allowance
<b>Lenticular</b>		Up to \$110 allowance
<b>Standard Progressive Lens</b>	\$0 employee copay	Up to \$80 allowance
<b>Premium Progressive Lens</b>	\$95-\$105	
<b>Lens Options</b>		
<b>Standard Progressive Lenses</b>	No charge	Employee pays 100%
<b>Impact-Resistant Lenses</b>	No charge	
<b>Premium Progressive Lenses</b>	\$95-\$105	
<b>Custom Progressive Lenses</b>	\$150-\$175	
<b>Other Lens Enhancements</b>	Average savings of 30%	
<b>Contact Lenses</b>		
<b>Conventional</b>	\$150 allowance	Up to \$115 allowance (Exam, contacts, fit and follow up)
<b>Disposable</b>	\$150 allowance	
<b>Contact Lens Fit and Follow up</b>	Employee pays up to \$40	
<b>Medically Necessary</b>	No copay	Up to \$200 allowance

### Extra Savings:

#### Glasses and Sunglasses

- 40% savings on additional pairs of prescription glasses from same VSP Network provider who performed your WellVision exam within 12 months of your last exam.
- 20% savings on unlimited additional pairs of prescription glasses and/or non-prescription sunglasses from any VSP network doctor.

For information about featured frame brands, visit [vsp.com/framebrands](http://vsp.com/framebrands).

#### Laser Vision Correction

- Average 15% off the regular price or 5% off the promotional price; discounts only available from contracted facilities.

The information contained in this Summary Chart provides a very general overview of the KeyCorp Vision Plan coverages that will be in effect for the 2024 Plan year. For more specific Plan coverage information, please review the Vision Plan's Summary Plan Description (SPD), which can be found at [hronline.keybank.com](http://hronline.keybank.com) > **Benefits to Thrive** > **Benefits References**.

If you use network providers, your Plan coinsurance costs are based on VSP's negotiated network fees. Please be aware that the Vision Plan may not cover certain services and procedures that you wish to have performed. While these services will not be paid for by the Plan, you must always determine the medical care that is best for you.

This information serves to update the vision coverage that is provided to eligible participants under the Vision Plan. If there is a disagreement between this overview and the Plan documents, including the Plan's SPD, the Plan documents always control. Also, please understand that Key reserves the right to amend or modify the Plan, and to terminate the Plan at any time and for any reason.

To contact VSP, call 1-800-877-7195 Monday through Friday, 8 a.m. to 11 p.m. ET, Saturday and Sunday, 10 a.m. to 11 p.m. ET or visit [vsp.com](http://vsp.com).

# Thrive with **Key**

## 2024 Medical, Dental and Vision Plan Premiums

(per pay period, 24/year)

		2024 Medical Premiums Per Pay			
Pay Band	Medical Plan Option	EE Only	EE + CH	EE + SP	Family
<b>Band 1</b> \$75K or less	Key Medical 1	\$90	\$187	\$252	\$350
	Key Medical 2	\$47	\$108	\$170	\$232
	Key Medical 3	\$18	\$58	\$110	\$150
<b>Band 2</b> Greater than \$75K and less than \$150K	Key Medical 1	\$118	\$232	\$314	\$429
	Key Medical 2	\$68	\$140	\$209	\$282
	Key Medical 3	\$38	\$87	\$153	\$202
<b>Band 3</b> \$150K or above	Key Medical 1	\$132	\$252	\$341	\$462
	Key Medical 2	\$80	\$159	\$234	\$314
	Key Medical 3	\$50	\$106	\$179	\$235

Pay band is determined based on earnings received (base salary, overtime, cash commissions and short-term incentives) from pay dates between Oct. 1, 2022, through Sept. 30, 2023.

**Note:** Your pay band is assigned annually and may change from year to year. If you were hired/rehired on Oct. 1, 2022, or later, your pay band will be determined based on the greater of earnings received from pay dates between Oct. 1, 2022, through Sept. 30, 2023, (base salary, overtime, cash commissions and short-term incentives) or your annualized base pay (or Annual Benefits Base Rate (ABBR), if applicable).

Vision	2024 Premiums Per Pay
EE	\$3.54
EE + CH	\$7.06
EE + SP	\$6.52
Family	\$10.37

Dental	2024 Premiums Per Pay
EE	\$9
EE + CH	\$21
EE + SP	\$17
Family	\$30

**Note:** If you are enrolling your domestic partner in any coverage, please review important information regarding tax implications on the following pages.

EE = Employee Only

EE+SP = Employee + Spouse/partner

EE+CH = Employee + One or more Child(ren)

Family = Employee + Spouse/partner + Child(ren)



# 2024 Biweekly Imputed Income (24 Pay Dates) for Domestic Partner Coverage

## What Is Imputed Income?

The definition of imputed income is benefits employees receive that aren't part of their salary or wages but still get taxed as part of their income. The employee is responsible for paying the tax on the value of certain benefits as determined by the IRS, which includes health and accident insurance for domestic partners.

Pay Band	Medical Plan Option	Key Medical 1	Key Medical 2	Key Medical 3	Dental	Vision
		Inputed Income	Inputed Income	Inputed Income	Inputed Income	Inputed Income
DP	Less than \$75,000	\$548	\$465	\$404	\$26	\$2.98
	\$75,000.00 – \$149,999.99	\$582	\$483	\$427		
	\$150,000.00 or more	\$595	\$118	\$441		
DP+EEs CH	Less than \$75,000	\$548	\$465	\$404	\$26	\$2.98
	\$75,000.00 – \$149,999.99	\$582	\$483	\$427		
	\$150,000.00 or more	\$595	\$496	\$441		
DP+DPs CH	Less than \$75,000	\$954	\$801	\$695	\$43	\$6.83
	\$75,000.00 – \$149,999.99	\$1,005	\$830	\$727		
	\$150,000.00 or more	\$1,024	\$850	\$748		
DP+EEs CH+DPs CH	Less than \$75,000	\$550	\$467	\$405	\$18	\$3.31
	\$75,000.00 – \$149,999.99	\$584	\$485	\$428		
	\$150,000.00 or more	\$597	\$498	\$442		

### Example:

An employee in the \$75,000–\$149,999.99 pay band who enrolled a domestic partner in Key Medical 1 and the dental plan should expect the following each bi-weekly pay that includes health and insurance premium deductions:

#### Medical coverage

- Pretax deduction for your premium contribution
- Taxable value of coverage (imputed income) of \$582.00

#### Dental coverage

- Pretax deduction for your premium contribution
- Taxable value of coverage (imputed income) of \$26.00

DP = Domestic Partner Only

DP+EEs CH = Domestic Partner + Employee's Child(ren)

DP+DPs CH = Domestic Partner and Domestic Partner's Child(ren)

DP+EEs CH+DPs CH = Domestic Partner, Employee's Child(ren), and Domestic Partner's Child(ren)

## 2024 Biweekly Imputed Income (24 Pay Dates) for Domestic Partner Coverage (continued)

		AD&D
Enrolled Dependents	Coverage Level	Imputed Income
<b>DP</b>	\$50,000	\$0.23
	\$100,000	\$0.45
	\$250,000	\$1.13
	\$500,000	\$2.25
	\$750,000	\$3.38
	\$1,000,000	\$4.50
<b>DP+EEs CH</b>	\$50,000	\$0.23
	\$100,000	\$0.45
	\$250,000	\$1.13
	\$500,000	\$2.25
	\$750,000	\$3.38
	\$1,000,000	\$4.50
<b>DP+DPs CH</b>	\$50,000	\$0.25
	\$100,000	\$0.50
	\$250,000	\$1.25
	\$500,000	\$2.50
	\$750,000	\$3.75
	\$1,000,000	\$5.00
<b>DP+EEs CH+DPs CH</b>	\$50,000	\$0.23
	\$100,000	\$0.45
	\$250,000	\$1.13
	\$500,000	\$2.25
	\$750,000	\$3.38
	\$1,000,000	\$4.50

DP = Domestic Partner Only

DP+EEs CH = Domestic Partner + Employee's Child(ren)

DP+DPs CH = Domestic Partner and Domestic Partner's Child(ren)

DP+EEs CH+DPs CH = Domestic Partner, Employee's Child(ren), and Domestic Partner's Child(ren)

## Life Insurance Rates

Cost is based on the amount of coverage you elect, your age, and Base Pay. Cost will change if your Base Pay changes or it may also change on your birthday.

1. Locate your ABBR (Annual Benefits Base Rate).<sup>1</sup>
2. Find your bi-weekly life insurance rate (based on your age as of today) in the table below.
3. Multiply it by the amount of coverage (in thousands) you wish to purchase.

Your Age	Bi-weekly Rate <sup>2</sup>	Your Age	Bi-weekly Rate <sup>2</sup>
< 30	\$0.009	55 – 59	\$0.108
30 – 34	\$0.011	60 – 64	\$0.170
35 – 39	\$0.017	65 – 69	\$0.280
40 – 44	\$0.025	70 – 74	\$0.433
45 – 49	\$0.042	75 – 79	\$0.642
50 – 54	\$0.071	80 +	\$0.807

For example, the bi-weekly cost for a 36-year-old employee who has a \$50,000 in ABBR and enrolls for 2 times Supplemental Life can be determined as follows: \$50,000 ABBR X two times supplemental life = \$100,000, or 100 units of \$1,000. The bi-weekly rate for this employee is \$0.017 per \$1,000, so the bi-weekly premium is \$0.017 x 100, which equals \$1.72.

Calculate your cost of coverage	
1. Enter your bi-weekly rate from the table above.	<input type="text"/>
2. Enter the amount of insurance in thousands of dollars (i.e., \$50,000 = 50).	<b>X</b> <input type="text"/>
3. Determine the bi-weekly premium (Step 1 X Step 2).	<b>=</b> <input type="text"/>

<sup>1</sup> To view your Annual Benefits Base Rate (ABBR), log on to **HR Online**, navigate to Health and Insurance, and select Understanding How Your Life Insurance Coverage is Determined under Quick Links on the right-hand side of the page.

<sup>2</sup> Biweekly rates are determined by age; rates reflected are per \$1,000 in coverage.

Group Insurance coverages are issued by The Hartford.

# Life Insurance Rates

## How to calculate your Spouse's/Domestic Partner's dependent life insurance cost

Cost is based on the amount of coverage you elect and their age. Cost may change on their birthday.

1. Find their bi-weekly life insurance rate (based on their age as of today) in the table below.
2. Multiply it by the amount of coverage (in thousands) you wish to purchase.  
(\$10,000, \$20,000, \$35,000, \$50,000, \$100,000, \$150,000, \$200,000)

Their Age	Bi-weekly Rate <sup>1</sup>
< 30	\$0.029
30 – 34	\$0.038
35 – 39	\$0.043
40 – 44	\$0.048
45 – 49	\$0.072
50 – 54	\$0.109

Their Age	Bi-weekly Rate <sup>1</sup>
55 – 59	\$0.204
60 – 64	\$0.314
65 – 69	\$0.604
70 – 74	\$0.979
75 – 79	\$1.426
80 +	\$2.257

Calculate your spouse's/domestic partner's cost of coverage	
1. Enter their bi-weekly rate from the table above.	<input type="text"/>
2. Enter the amount of insurance in thousands of dollars (i.e., \$50,000 = 50).	<b>X</b> <input type="text"/>
3. Determine the bi-weekly premium (Step 1 X Step 2).	<b>=</b> <input type="text"/>

<sup>1</sup> Biweekly rates are determined by age; rates reflected are per \$1,000 in coverage.

Group Insurance coverages are issued by The Hartford.

## Life Insurance Rates

### Child(ren) Rates

(Rates are the same for full- and part-time employees and are deducted twice per month.)

Plan	Rate (Covers all children)
\$10,000	\$0.48
\$20,000	\$0.95

### Accidental Death & Dismemberment Rates

(Rates are the same for full- and part-time employees and are deducted twice per month.)

Plan	Coverage	Rate
\$50,000	Employee only	\$0.25
	Employee + spouse/domestic partner	\$0.48
	Employee + child(ren)/domestic partner child(ren)	\$0.28
	Family	\$0.50
\$100,000	Employee only	\$0.50
	Employee + spouse/domestic partner	\$0.95
	Employee + child(ren)/domestic partner child(ren)	\$0.55
	Family	\$1.00
\$250,000	Employee only	\$1.25
	Employee + spouse/domestic partner	\$2.38
	Employee + child(ren)/domestic partner child(ren)	\$1.38
	Family	\$2.50
\$500,000	Employee only	\$2.50
	Employee + spouse/domestic partner	\$4.75
	Employee + child(ren)/domestic partner child(ren)	\$2.75
	Family	\$5.00
\$750,000	Employee only	\$3.75
	Employee + spouse/domestic partner	\$7.13
	Employee + child(ren)/domestic partner child(ren)	\$4.13
	Family	\$7.50
\$1,000,000	Employee only	\$5.00
	Employee + spouse/domestic partner	\$9.50
	Employee + child(ren)/domestic partner child(ren)	\$5.50
	Family	\$10.00

# Glossary of Common Healthcare Terms

## **Coinsurance**

The percentage you pay of the cost of services after the deductible is met.

## **Deductible**

The amount you pay before your plan begins paying benefits for most covered services.

## **Generic**

You will pay the lowest coinsurance for generic drugs. Generics are equivalent to their brand-name counterparts and are ensured by the Food and Drug Administration to be as safe and effective.

## **Network Providers**

Doctors, hospitals, and other healthcare professionals who have negotiated special rates with the medical, dental, vision, or prescription drug administrators. If you use out-of-network providers, your costs may be higher.

## **Non-Preferred Brand**

These drugs have the highest coinsurance. Generally these are higher-cost medications that have recently come on the market. So-called “designer” drugs also fall into this category. In most cases, an alternative preferred medication is available.

## **Out-of-Pocket Maximum**

The most you will have to pay out of pocket each year for covered services. This includes your deductible and coinsurance. Premiums do not count toward your out-of-pocket maximum.

## **Preferred Brand**

These are drugs for which generic equivalents are not available. They have been in the market for a time and are widely accepted. They cost more than generics but less than non-preferred brand-name drugs.



# Vendor Contacts

Benefit	Vendor	Phone #	Website	Information
Accessing HR Online	KeyBank Employee Services	1-888-KEYS2HR (1-888-539-7247)	<a href="https://hronline.keybank.com">https://hronline.keybank.com</a>	Use website to view HR information.
401(k) Savings Plan	Fidelity Retirement and Stock Plan Services	1-866-402-7128	<a href="http://netbenefits.com">netbenefits.com</a>	Manage your account at any time online. Representatives are available to assist you between 8:30 a.m. and midnight ET, Monday through Friday.
Medical Benefits	UnitedHealthcare (UHC)	1-866-201-0017	<a href="http://myuhc.com">myuhc.com</a> (current members) <a href="http://whyuhc.com/keycorp">whyuhc.com/keycorp</a> (pre-members)	Use website or phone number to request ID cards, search for network hospitals or physicians, check medical claims, browse resources, tools, and health topics.
Prescription Drug Benefits	Express Scripts	1-800-849-9138	<a href="http://express-scripts.com/keycorp">express-scripts.com/keycorp</a> (current & pre-members)	Use website/phone number to obtain prescription drug pricing information, claims history, and replacement ID cards.
Vision Benefits and Network Optometrists, Opticians	VSP	1-800-877-7195	<a href="http://keybank.vspforme.com">keybank.vspforme.com</a>	Use website/phone number to request replacement ID cards, search for network providers, and browse resources and tools.
Dental Benefits and Network Providers	Cigna	1-800-Cigna24 (1-800-244-6224)	<a href="http://cigna.com">cigna.com</a>	Use website to print ID cards, locate participating dentists, print claim forms, view dental benefits and dental health information.
Health Savings Account (HSA)	Key's HSA Call Center	1-877-KEY-0202 (1-877-539-0202)	<a href="http://key.com/openemployeehsa">key.com/openemployeehsa</a>	Call for questions regarding your HSA.
COBRA	KeyBank Employee Services	1-888-KEYS2HR (1-888-539-7247)	<a href="https://hronline.keybank.com">https://hronline.keybank.com</a>	Call for COBRA enrollment questions and/or issues.
Life Insurance	The Hartford	1-866-783-6799	<a href="https://abilityadvantage.thehartford.com">https://abilityadvantage.thehartford.com</a>	Call to obtain a status update for elected increased life insurance coverage based on the medical questions that you answered for The Hartford. Determine your life insurance needs, calculate your premium, or review a plan summary by visiting The Hartford's website.
Accidental Death & Dismemberment	The Hartford	1-866-783-6799	<a href="https://abilityadvantage.thehartford.com">https://abilityadvantage.thehartford.com</a>	Call to file a claim.
Critical Illness	MetLife	1-800-438-6388	NA	Call to obtain detailed information about the coverage and limitations.
Long-Term Disability	The Hartford	1-866-783-6799	<a href="https://abilityadvantage.thehartford.com">https://abilityadvantage.thehartford.com</a>	Call to obtain information about your Long-Term Disability Leave.
Caregiver Support	Torchlight	Request help through website	<a href="https://keybank.torchlight.care">https://keybank.torchlight.care</a>	Use website for caregiving and parenting guidance, tools, and advisory services.
Travel Assistance	The Hartford	1-800-243-6108	NA	Call to obtain information about the global travel assistance program that offers a robust range of services designed to supplement industry specific accident and health insurance plans.
Dependent Verification	Alight	1-888-539-7247	<a href="https://hronline.keybank.com">https://hronline.keybank.com</a>	Review your messages to access your open dependent verification claim.
Lifestyle Spending Account, Commuter Savings, and Dependent Care Spending Account	Health Equity/WageWorks	1-877-924-3967	<a href="http://wageworks.com">wageworks.com</a>	Use website to submit claims for lifestyle spending account, commuter savings, and dependent care spending account.
Live Well & Thrive Program	ComPsych	1-833-927-1863	<a href="http://guidanceresources.com">guidanceresources.com</a>	Call for counseling, work/life support, and wellness coaching.
ID Protection Plan	Allstate (AIP)	1-800-789-2720	<a href="mailto:email.customercare@aip.com">email.customercare@aip.com</a>	Call with questions concerning your plan. Available 24 hours a day, 7 days a week.
Legal Benefit Plan	LegalEASE	1-800-248-9000	<a href="http://legaleaseplan.com/key">legaleaseplan.com/key</a>	Call with questions concerning your plan. Reference "KeyCorp."

## About this document

This information is a general guide and serves to update the benefits that are provided to eligible participants under the Key benefits plans and policies. If there is a discrepancy between this overview and the Plan documents or policies, the Plan documents and policies always prevail. Key reserves the right to amend, modify, or terminate any of its benefits programs and policies at any time and for any reason.

Please consult the Summary Plan Descriptions for additional plan details. To obtain a copy of any of the Summary Plan Descriptions, log on to **HR Online** at <https://hronline.keybank.com> and choose Benefits References under Benefits to Thrive. Or call KeyBank Employee Services at 1-888-KEYS2HR (1-888-539-7247).

Fidelity® Personalized Planning & Advice at Work is a service of Fidelity Personal and Workplace Advisors LLC and Strategic Advisers LLC. Both are registered investment advisers, are Fidelity Investments companies, and may be referred to as “Fidelity,” “we,” or “our” within. For more information, refer to the Terms and Conditions of the Program. When used herein, Fidelity Personalized Planning & Advice refers exclusively to Fidelity Personalized Planning & Advice at Work. This service provides advisory services for a fee.

## Email Delivery of Benefit Materials and Notices

Key utilizes email in its delivery of various employee benefit materials and communications to you during your employment at Key. Examples of the types of information provided to you by email include the Privacy Notice provided to you under the requirements of the Health Insurance Portability and Accountability Act, and the distribution of Summary Benefit Coverage (SBC), summary plan descriptions, summary annual reports, and the KeyCorp 401(k) Savings Plan Prospectus, etc.

Please note that you may always request to receive these materials in hard copy by calling KeyBank Employee Services at 1-888-KEYS2HR. If you do not advise Key of your desire to receive a hard copy of your various employee benefit materials, Key assumes that you have agreed to receive your various employee benefit materials, including any legal notices that are from time to time required to be provided to plan participants, by email. You may also request hard copy materials related to the 401(k) Plan by calling Fidelity Retirement and Stock Plan Services at 1-866-402-7128.

**KeyBank Member FDIC.**

