Your Retirement Guide

A step-by-step checklist
You Are Retiring Soon—Congratulations!

Retirement is a big step. You will be asked to make many important decisions about your Caterpillar benefits over the next few weeks and months. This guide takes you step-by-step through the Caterpillar retirement process.

**How to Get Started**
After you review this guide and decide you are ready to take the next step, contact the Caterpillar Benefits Center to indicate your intent to retire. You can use the Internet at resources.hewitt.com/cat, or call 877-228-4010 or 718-354-1345 outside the United States. If you call, you will be assigned a dedicated retirement specialist who will work with you throughout the entire retirement process. Your specialist’s job is to help make the process easy, convenient and hassle free.

**TIP: WHEN TO START THE PROCESS**
You should start the retirement process about three months before you plan to stop working. This will give both you and Caterpillar enough time to prepare for a smooth transition.

**Working With Your Retirement Specialist**
Retirement specialists understand the importance of your retirement decisions. They will guide you in completing and returning any required pension, savings, and health and welfare plan paperwork and help you understand:

- What to consider as you pick your retirement date;
- Your benefit options; and
- What action steps you need to take and when.
Online Tools and Information

If you prefer to use the Internet, visit the Caterpillar Benefits Center Web site at resources.hewitt.com/cat for detailed, personalized information about your Caterpillar benefits and easy-to-use modeling tools that will help you make decisions about your benefit options. If you want to, you can even complete the entire retirement process online without the assistance of a retirement specialist. Of course, you may call a retirement specialist at any time if you need help.

To initiate the retirement process online, visit resources.hewitt.com/cat > Retirement Planning > Retirement Process. Then select the “Make Your Pension Choices and Your Health Coverage Choices” link to access the online process.

TIP: REMEMBER YOUR USER ID AND PASSWORD

For your security, you will need both your user ID and password to work with a retirement specialist or access personalized information and modeling tools on the Caterpillar Benefits Center Web site. If you forget your user ID and password, visit resources.hewitt.com/cat or call 877-228-4010, or 718-354-1345 outside the United States, to request new ones. You will need them to call or log on after you have retired.
Your Retirement Action Checklist

Use this checklist to keep track of what you need to do as you work through the retirement process.

**Your Caterpillar Benefits**

<table>
<thead>
<tr>
<th>Pension Plan (Retirement Income Plan/Pension Equity Plan)</th>
</tr>
</thead>
<tbody>
<tr>
<td>WHAT YOU NEED TO KNOW</td>
</tr>
<tr>
<td>- If you are vested in the plan, you will receive a pension benefit.</td>
</tr>
<tr>
<td>- The section of this guide titled “Understanding and Initiating Your Pension Benefits Under the Retirement Income Plan” further describes the retirement process. You are encouraged to read this section carefully.</td>
</tr>
</tbody>
</table>

WHAT YOU NEED TO DO

- Select a retirement date and contact the Caterpillar Benefits Center to indicate your intent to retire.
  
  **Important:** You should choose your retirement date carefully. In certain situations, a small change in your age or years of service can have a significant impact on your pension benefit. Your retirement specialist can give you the information you need to make your decision.

- When you indicate your intent to retire, you will be sent your retirement packet.
  - Choose the type of payments you want, as well as how and when you want to receive them.
  - If you are interested in direct deposit, have your bank or other account information available.

- Return the required forms before the 8th of the month preceding your retirement date to make sure that your payments will not be delayed.

HOW TO DO IT

- Log on to the Caterpillar Benefits Center at resources.hewitt.com/cat, or call 877-228-4010.

(continued)

After indicating your intent to retire to the Caterpillar Benefits Center, you will be mailed a retirement packet containing important forms you will need to return, including your pension authorization form. Be sure to carefully read and follow all instructions in your packet.
Your Caterpillar Benefits (continued)

**Caterpillar 401(k) Plan**

**WHAT YOU NEED TO KNOW**
- Plan contributions stop.
- If you have an outstanding loan, you must repay it within 90 days or the outstanding balance will become taxable income.
- If your balance is over $5,000, you can leave your money in the plan or take a distribution. If you take a distribution, you can elect to receive your balance or to roll some or all of it into an Individual Retirement Account (IRA). You will receive additional information from the Caterpillar Benefits Center.
- If you have a balance in the Cat Stock Fund when you decide to take a distribution, you can take some or all of it in cash or in shares of Caterpillar stock.
- You will continue to choose how any money you leave in the plan is invested.

**WHAT YOU NEED TO DO**
- Choose how and when you want to take money out of the plan.

**HOW TO DO IT**
- Log on to the Caterpillar Benefits Center at [resources.hewitt.com/cat](http://resources.hewitt.com/cat), or call 877-228-4010.

**Healthcare Coverage**

**WHAT YOU NEED TO KNOW**
- You are eligible for retiree healthcare benefits for yourself and your eligible dependents. **Important:** If you were not enrolled in Caterpillar medical coverage as an active employee, you will not be eligible for Caterpillar retiree healthcare benefits.
- The coverage you receive as a retiree will be based on your age:

<table>
<thead>
<tr>
<th>IF YOU (OR ANY ELIGIBLE COVERED DEPENDENT) ARE AGE 64 OR UNDER:</th>
<th>IF YOU (OR YOUR ELIGIBLE COVERED SPOUSE) ARE AGE 65 OR OVER:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Your coverage in Caterpillar-sponsored group health plan coverage will continue. Please note that covered services under the retiree plan may differ from the active plan. For specific details about your retiree plan coverage, refer to your Summary Plan Description.</td>
<td>• You will have the opportunity to establish a Health Reimbursement Arrangement (HRA) account funded with benefit dollars by Caterpillar.</td>
</tr>
<tr>
<td>• Your coverage options at retirement will be listed on the Enrollment Worksheet you will receive from the Caterpillar Benefits Center.</td>
<td>• You will have the opportunity to enroll in individual health coverage through Via Benefits.</td>
</tr>
</tbody>
</table>

It is important that you enroll in Medicare Part B coverage to receive full plan benefits (see page 14) as Caterpillar retiree coverage works in conjunction with Medicare.
Your Caterpillar Benefits (continued)

Coverage Prior to Age 65
- If you are under age 65, you will remain eligible for Caterpillar-sponsored group health plan coverage until reaching age 65.
- When your employment at Caterpillar ends, federal law requires the company to offer you COBRA continuation coverage since you are no longer eligible for the same Caterpillar-sponsored healthcare coverage you had as an active employee. If you decide to enroll in COBRA, you will receive the same coverage you had as an active employee, but your cost for coverage will be at COBRA rates (102 percent of the full cost of coverage) and that coverage will only continue for up to 18 months. You are not required to continue this coverage through COBRA to be eligible for retiree coverage.
- You will receive, under separate cover, a COBRA Enrollment Notice. Even though you may continue coverage as a Caterpillar retiree, federal law requires us to offer you COBRA coverage because there are differences in active and retiree healthcare plans.
- If your spouse is under age 65, he or she will remain eligible for Caterpillar-sponsored group health plan coverage until reaching age 65. Dependent children will also remain eligible for Caterpillar-sponsored group health plan coverage as long as they continue to meet eligibility requirements.
- If you or a spouse and/or dependent children remain in a Caterpillar-sponsored health plan, you will receive an Enrollment Worksheet shortly after the Caterpillar Benefits Center is notified of your intent to retire (either by you or by Caterpillar). This worksheet will provide details about medical and dental coverage options, as well as cost information for your family members eligible for Caterpillar-sponsored group health plans.

Coverage Beginning at Age 65
- If you are age 65 or over, you will no longer be eligible to enroll in a Caterpillar-sponsored group health plan. However, you will have access to a number of individual health plans that work with Medicare, such as Medicare Advantage and Medicare Supplement plans. Caterpillar has chosen Via Benefits to administer the HRA and assist you with selecting your individual health coverage.
  As professionals in the healthcare insurance market, Via Benefits’ licensed benefit advisors help retirees evaluate options and enroll in individual coverage that best fits their budget and unique medical, dental, vision and prescription drug needs. You will receive additional enrollment information from Via Benefits.
- Caterpillar will place benefit dollars in a tax-advantaged HRA account when you first enroll in individual coverage through Via Benefits. If you are married and your spouse is age 65 or older, he or she will also be eligible for their own individual HRA upon enrolling in coverage through Via Benefits. Each of you will be able to use these dollars for premiums and other qualified medical expenses. Any unused benefit dollars will remain in your account to be used in the future.

Consider This…
When making your retirement plan elections, reaching age 65 is not considered a qualified change in status that will allow changes for dependents who remain covered under a Caterpillar-sponsored group health plan. The next opportunity to change a healthcare plan option will be the next annual enrollment.
HRA Funding Formula (for employees retiring on or after January 1, 2011)
The amount allocated to the HRA will be a percentage of the maximum annual benefit based on the following formula:

— 4 percent times each full year of age between age 50 and age 65 of the eligible retiree times the maximum benefit dollar amount determined for the plan year; plus

— 4 percent times each full year of Healthcare Benefits Service earned by the eligible retiree between 20 and 30 years times the maximum benefit dollar amount determined for the plan year.

Example:

| Age: 60 | 4% x 10 years = 40% |
| Health Care Benefit Service: 25 years | 4% x 5 years = 20% |
| Total % of Annual Maximum Benefit | = 60% |
| Maximum Benefit Dollar | = $3,000 |
| Annual Benefit Dollars Allocated ($3,000 x 60%) | = $1,800 |

Note: Employees who are at least 65 years old with at least 30 years of benefit service at the time of retirement will be eligible for 100% of the maximum annual benefit.

If you have dependents remaining in Caterpillar-sponsored health plans, plan and cost information will be based on enrollment tiers, such as spouse only, dependent(s) only or spouse plus dependent(s).

Please note that you (as the former Caterpillar employee) will be responsible for making plan elections and updating personal information (such as your address) for your dependents still covered under Caterpillar-sponsored health plans.

When your employment at Caterpillar ends, federal law requires the company to offer you COBRA continuation coverage since you are no longer eligible for Caterpillar-sponsored healthcare coverage. If you decide to enroll in COBRA, you will receive the same coverage you had as an active employee, but your cost for coverage will be at COBRA rates (102 percent of the full cost of coverage) and that coverage will only continue for up to 18 months. You are not required to continue this coverage through COBRA to be eligible to receive your HRA or to be eligible to enroll in an individual health plan through Via Benefits.

WHAT YOU NEED TO DO

If you and your spouse are age 64 or under—Select a retirement date and contact the Caterpillar Benefits Center to indicate your intent to retire. You can start this process up to three months before you plan to stop working.

If you or your spouse are age 65 or over—Select a retirement date and contact the Caterpillar Benefits Center to indicate your intent to retire. In order to avoid delays establishing your HRA and enrolling in individual coverage, you should start the retirement process about three months before you plan to stop working.

What Is COBRA?
The term “COBRA” refers to the Consolidated Omnibus Budget Reconciliation Act of 1985, which is a federal law that allows people who lose coverage under a group health plan to continue the coverage at their own cost for a period of time.
Your Caterpillar Benefits (continued)

WHAT YOU CAN EXPECT TO RECEIVE

<table>
<thead>
<tr>
<th>IF YOU (OR ANY ELIGIBLE COVERED DEPENDENT) ARE AGE 64 OR UNDER:</th>
<th>IF YOU (OR YOUR ELIGIBLE COVERED SPOUSE) ARE AGE 65 OR OVER:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• You will receive a COBRA Enrollment Notice and a HIPAA Privacy Notice.</td>
<td>• You will receive a COBRA Enrollment Notice and a HIPAA Privacy Notice.</td>
</tr>
<tr>
<td>• You will receive an Enrollment Worksheet showing your Caterpillar-sponsored group health plan coverage options.</td>
<td>• You will receive enrollment materials from Via Benefits, with detailed instructions about how to enroll and how to establish your HRA.</td>
</tr>
<tr>
<td>• If you have not received these materials within 10 business days of your retirement, please call the Caterpillar Benefits Center at 877-228-4010.</td>
<td>• If you have not received these materials within 14 business days of your retirement, please call Via Benefits at 866-766-6087.</td>
</tr>
</tbody>
</table>

Note: If one participant is under age 65 and one participant is age 65 or older, you will receive materials from both the Caterpillar Benefits Center and Via Benefits. You should review your materials carefully and respond by the enrollment dates for each type of coverage you (and your dependents, if applicable) are eligible to receive.

HOW TO DO IT

- Indicate your intent to retire by logging on to resources.hewitt.com/cat or calling the Caterpillar Benefits Center at 877-228-4010. If you or your dependents are still eligible for coverage under Caterpillar-sponsored group health plans, you can also make your health plan elections. If you have not contacted the Caterpillar Benefits Center to indicate your intent to retire, you will receive your enrollment information in the mail soon after you retire.
- If you (or your eligible dependent) are under age 65, you will have 31 days after your retirement date to make elections for any Caterpillar-sponsored health plans for which you are eligible.
- If you (or your eligible spouse) are age 65 or over, you will need to follow the instructions in the enrollment materials you receive from Via Benefits. For additional information, log on to My.ViaBenefits.com/Caterpillar or contact Via Benefits customer service at 866-766-6087.

Healthcare Flexible Spending Account (FSA)

WHAT YOU NEED TO KNOW

- If you are enrolled in a Healthcare FSA as an active employee, your coverage will end on the last day of the month prior to your retirement date.
- You may continue to contribute to your Healthcare FSA until the end of the plan year through COBRA. You will receive COBRA information from the Caterpillar Benefits Center outlining the coverage that is available to you.

Important: If you were not enrolled in the Healthcare FSA as an active employee, you will not be eligible to participate as a retiree.

(continued)
Your Caterpillar Benefits (continued)

Healthcare Flexible Spending Account (FSA) (continued)

WHAT YOU NEED TO KNOW

- Decide if you want to continue to contribute to your Healthcare FSA under COBRA when you receive your COBRA notice. You must enroll during the enrollment window indicated on your notice.
- If you elect to continue coverage under COBRA, you will receive a monthly invoice for your Healthcare FSA contributions. Your contributions to a Healthcare FSA will be made on an after-tax basis.
- If you decide not to enroll, submit claims for any expenses incurred before the end of the month of your retirement. You have until March 31 of the following year to submit eligible expenses.

HOW TO DO IT

- Enroll when you receive your COBRA enrollment materials in the mail.
- Log on to resources.hewitt.com/cat or call the Caterpillar Benefits Center at 877-228-4010 for more information.

Life Insurance

WHAT YOU NEED TO KNOW

- At retirement, your Caterpillar Basic Life Insurance coverage will continue as follows:
  - **Year 1:** Your coverage level at the time of your retirement—to a maximum of $500,000—will remain in effect.
  - **Years 2 and 3:** Your coverage level will be reduced by half—to a maximum of $250,000.
  - **After Year 3:** Your Basic Life Insurance coverage ends.
- If you elect Extended Retiree Life Insurance coverage, it will begin after your Basic Life Insurance coverage ends. Your maximum coverage will be the same level of coverage as years 2 and 3 in retirement. You will begin paying the premiums when Basic Life Insurance coverage ends.
- Your Group Optional Term Life Insurance may be continued at group rates by contacting MetLife during the enrollment period at retirement. **Note:** You may reduce your coverage once you have retired, but you cannot increase your coverage after retirement.
- Your Spousal Life Insurance and Dependent Child Life Insurance end on the date of your retirement. You can convert either of these coverages to an individual policy by contacting MetLife at 888-228-1811.

WHAT YOU NEED TO DO

- Decide if you want to enroll in Extended Retiree Life Insurance. See your MetLife Retirement Kit for your enrollment deadline and details.
- Decide if you want to continue or reduce your Group Optional Term Life Insurance coverage.
- Choose if you want to convert your Spousal or Dependent Child Life Insurance to an individual policy. Review the Life Insurance Conversion Information Notice for enrollment deadlines and instructions.

MetLife will provide a retirement kit with important information regarding Retiree Life Insurance benefits. If you want Extended Retiree Life Insurance coverage (which is available after you have been retired for three years), you **must** elect it during your retirement enrollment window. See your MetLife Retirement Kit for details. If you have not received your kit within 15 business days of retirement, call MetLife at 888-228-1811.
### Your Caterpillar Benefits (continued)

<table>
<thead>
<tr>
<th><strong>Life Insurance (continued)</strong></th>
<th><strong>HOW TO DO IT</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Log on to <a href="https://metlife.com/mybenefits">MetLife My Benefits</a> or call <strong>888-228-1811</strong> to enroll.</td>
</tr>
<tr>
<td></td>
<td>To convert your Spousal Life or Dependent Child Life Insurance to an individual policy, contact MetLife at <strong>888-228-1811</strong>.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Accidental Death and Dismemberment (AD&amp;D)</strong></th>
<th><strong>WHAT YOU NEED TO KNOW</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Your Caterpillar <strong>AD&amp;D</strong> coverage ends on the day you retire.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Disability</strong></th>
<th><strong>WHAT YOU NEED TO KNOW</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>All <strong>Disability</strong> coverage ends on the day you retire.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Vacation</strong></th>
<th><strong>WHAT YOU NEED TO KNOW</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Any earned, unused vacation days will be paid out to you.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Retiree Programs</strong></th>
<th><strong>WHAT YOU NEED TO KNOW</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>You may be eligible for the following programs as of your retirement date:</td>
</tr>
<tr>
<td></td>
<td>— Gifts</td>
</tr>
<tr>
<td></td>
<td>— Awards</td>
</tr>
<tr>
<td></td>
<td>— Clubs</td>
</tr>
<tr>
<td></td>
<td>— Discounts</td>
</tr>
<tr>
<td></td>
<td>— Credit unions</td>
</tr>
</tbody>
</table>

**WHAT YOU NEED TO DO**
- Decide which programs you would like to join.

**HOW TO DO IT**
- Call the Caterpillar HR Service Center–Americas at **800-447-6434**.
Social Security

**WHAT YOU NEED TO KNOW**
- You may begin receiving a reduced benefit as early as age 62; depending on your birth date, you will receive a full benefit between the ages of 65 and 67.

**WHAT YOU NEED TO DO**
- Apply for Social Security benefits three months before turning age 62 to ensure that your benefits will begin on time.

**HOW TO DO IT**
- Visit [socialsecurity.gov](http://socialsecurity.gov) or call 800-772-1213.

Medicare

*(See page 14 for more information)*

**WHAT YOU NEED TO KNOW**
- You may be eligible to receive Medicare benefits when you reach age 65.
- You need to enroll in Medicare within three months before you reach age 65. If you wait, you may have to pay a premium penalty.

**WHAT YOU NEED TO DO**
- Enroll in Medicare before you reach age 65.

**HOW TO DO IT**
- Visit [socialsecurity.gov](http://socialsecurity.gov) or call 800-772-1213.
- Visit [medicare.gov](http://medicare.gov) or call 800-MEDICARE, or 800-633-4227, for information about Medicare.

Pension and Savings Plan

**Benefits From Past Employers**

**WHAT YOU NEED TO KNOW**
- Are you eligible for pension plan benefits from past employers?
- Do you have balances in past employers’ savings plans?

**WHAT YOU NEED TO DO**
- Factor these benefits into your planning.
- Decide how and when you want your benefits paid.

**HOW TO DO IT**
- Contact your past employers and/or financial institutions.

Personal Savings

**WHAT YOU NEED TO KNOW**
- Your personal savings, including bank accounts, IRAs, brokerage accounts and other investments, are another important source of retirement income.

**WHAT YOU NEED TO DO**
- Factor these savings into your planning.

**HOW TO DO IT**
- Contact your financial institutions.

Estate Planning

**WHAT YOU NEED TO KNOW**
- An estate plan ensures that you and your beneficiaries get the maximum value from your hard-earned money—both before and after your death.
- You should consider having a will, living trust, durable power of attorney, power of attorney for healthcare and/or a living will.
- Estate planning has value for everyone.

**WHAT YOU NEED TO DO**
- Gather and review all your financial records, current will, etc.

**HOW TO DO IT**
- Contact a lawyer and/or a financial advisor.
Understanding and Initiating Your Pension Benefits Under the Retirement Income Plan

Caterpillar pays the entire cost of your pension benefits. The amount payable is based on many factors, including your age, your years of service, your earnings and the pension formula that applies to you at retirement. It is important that you understand how to choose your retirement date and start your retirement process. In order for your pension payments to begin as soon as you retire, you need to start the process and return all the required forms before the 8th of the month preceding your retirement date.

Choosing Your Retirement Date
Your choice of a retirement date can have a big impact on the amount of your Retirement Income Plan benefit. As you are considering retirement, there are several tools that you should utilize to help you understand how your pension benefits are calculated and when payments can commence. You can:

- Talk to a retirement specialist by calling the Caterpillar Benefits Center at 877-228-4010 or 718-354-1345 outside the United States.
- Find out more about Caterpillar’s pension benefits by reviewing your SPD. The SPD summarizes the provisions of the plan in a way that is easy to understand. From the SPD, you can see how your age and service at retirement impacts your available benefits. If you do not have an SPD, you can request a copy by calling the Caterpillar Benefits Center or access a copy online at resources.hewitt.com/cat.
- Estimate the retirement benefits that would be payable at various retirement dates by logging on to the Caterpillar Benefits Center at resources.hewitt.com/cat from any computer with Internet access. Please note: Depending on your age and service, there can be significant differences in the benefits payable at each retirement date. The Caterpillar Benefits Center Web site allows you to print each of your retirement estimates. You can also save up to 12 different estimates online for further comparison and review.

If you have questions about the information included in the SPD or displayed on the Caterpillar Benefits Center Web site, a retirement specialist can help you.
Starting Your Retirement Process

Once you have decided to retire and have selected a retirement date, you will need to contact the Caterpillar Benefits Center in order to receive the necessary forms. You can either log on to the Caterpillar Benefits Center at resources.hewitt.com/cat, or call 877-228-4010. To allow time to process your application and authorize your benefits, you should try to apply for your benefit at least three months before you want to begin receiving payments.

When you contact the Caterpillar Benefits Center (either online or by phone), you will have the opportunity to model your retirement benefits and indicate your intent to retire. Keep in mind that any pension estimates you receive before you retire are only estimates. Your actual benefit may vary based on your final service and additional income (such as incentive plan payments).

As part of the retirement process, you will be asked to choose among several pension plan payment options. Your retirement specialist can help you understand each option and any tax rules that may apply. Because these rules are very complex, you should also consider talking with a qualified financial advisor about your personal situation. Once benefit payments have begun, you cannot change your payment election.

After you have indicated your intent to retire, you will be mailed a retirement packet containing important forms that you will need to return, including your pension authorization form. Be sure to carefully read and follow all instructions in your packet. Your pension benefits will not start until you have returned the pension authorization form.
Paying for Your Retiree Health and Welfare Benefits

You and Caterpillar share the cost of your retiree benefits coverage.

If you (or your dependents) remain eligible for coverage under a Caterpillar-sponsored health plan, your premiums will be deducted from your monthly pension check. If the amount of your pension check does not cover the cost or if you do not receive pension checks, you may choose to receive a monthly invoice for these premiums. You will also have the option of having your premiums automatically deducted from your bank account on a monthly basis.

Premiums for the current month’s coverage will be due on the first day of the following month. For example, your premium payment for June coverage will be due on July 1.

If you (or your spouse) are eligible for an HRA, payment information can be obtained from the individual insurance carrier. You may also contact Via Benefits for information on how to receive reimbursement from your HRA for your healthcare premium costs and other eligible expenses.
Caterpillar’s Retiree Healthcare Coverage and Medicare

Medicare is a federal health insurance program for people who are age 65 and older, certain people with disabilities, and people with end-stage renal disease. It has two parts:

- **Part A**, which covers hospital stays, care in skilled nursing facilities, home healthcare, hospice care and blood transfusions. Everyone who is eligible for Medicare gets Part A; there is no charge for it.
- **Part B**, which covers doctors’ services, outpatient hospital care and some medical supplies and equipment. It also covers some services that Part A does not cover, such as certain physical and occupational therapy and home healthcare services. Part B has a monthly premium that is deducted from your monthly Social Security benefits.

Caterpillar’s Retiree Healthcare Coverage works in conjunction with Medicare and determines your benefits—assuming that you have both Part A and Part B coverage.

You must enroll for Medicare as soon as you become eligible to make sure you have coverage under both Part A (hospital) and Part B (medical services). If you are eligible for Medicare on a primary basis (Medicare pays before benefits under the plan), you **should** enroll for and maintain coverage under both Medicare Part A and Part B.

Be sure to notify your health claims administrator when you or any of your covered dependents become eligible for Medicare Part A or Part B.

**Enrolling in Medicare**

You are eligible for Medicare when you reach age 65. For your convenience, you may enroll in Medicare and apply for Social Security benefits at the same time—as early as three months before you reach age 65. (If you are younger than age 65 and are already receiving Social Security benefits, you will be automatically enrolled in Medicare as of the first day of the month in which you reach age 65.) If you wait to enroll in Medicare until you are already age 65, the start of your coverage may be delayed. Also, if you enroll after you are age 65, you may have to pay higher Medicare premiums unless you were still working and covered by a Caterpillar-sponsored group health plan.

**Note:** You must be enrolled in Medicare Part A and Part B to have access to the full range of individual health coverage options available through Via Benefits.

**Questions?**

For more information about Medicare, visit [medicare.gov](http://medicare.gov) or call **800-MEDICARE** or **800-633-4227**. To enroll, visit the Social Security Administration Web site at [socialsecurity.gov](http://socialsecurity.gov) or call **800-772-1213**.
Retirement Process at a Glance

1 **First**

Review this overall process and timeline. If you have questions, call the Caterpillar Benefits Center at 877-228-4010 or 718-354-1345 outside the United States.

**Remember:** You will need both your user ID and password to access the account.

2 **60 to 90 Days Before Retirement**

- Review your pension and retiree healthcare information and options.
- Select a retirement date and contact the Caterpillar Benefits Center to indicate your intent to retire. **To avoid delays in receiving your retirement benefits, you should start the retirement process about three months before you plan to stop working.** Use the Web or phone: resources.hewitt.com/cat, or 877-228-4010 or 718-354-1345 outside the United States. If you need help at any time, contact a retirement specialist by phone through the Caterpillar Benefits Center. At that time, you will be assigned a dedicated retirement specialist who will work with you throughout the entire process. The specialist can provide you with pension and health and welfare information, as well as information on how to access your other retirement benefits, such as life insurance.
- The Caterpillar Benefits Center will mail your pension paperwork and your health and welfare enrollment kit to your home address. This kit will include a personalized Enrollment Worksheet that shows your coverage options. If you (or your spouse) are age 65 or over, you will also receive enrollment materials from Via Benefits.
- You can make your retiree healthcare elections after you complete the intent to retire process.
- Notify Human Resources and your supervisor of your upcoming retirement.

3 **Before the 8th Day of the Month Preceding Your Retirement Date**

Your signed pension paperwork must be received by the Caterpillar Benefits Center. In some cases, you may need to have the paperwork notarized—so make sure you give yourself enough time. You should plan to put the paperwork in the mail several days ahead of the 8th day of the month preceding your retirement date.
4 **Last Day**

Turn in property clearance forms, badge, keys, etc., to your supervisor or Human Resources.

5 **Within 10 Days After Retirement**

If you (or your spouse) are under age 65 and if you did not previously contact the Caterpillar Benefits Center to indicate your intent to retire, you will receive a health and welfare enrollment kit (including an Enrollment Worksheet) soon after you retire (typically within 7–10 days).

6 **Within 15 Days After Retirement**

- MetLife will mail a retirement kit to your mailing address. The kit from MetLife will provide your life insurance information and options.
- **Don’t Worry!** If you have basic life insurance coverage on your last day of work and you are eligible for retirement benefits, you will still be covered—even if you have not received your retirement kit as of your retirement date.

7 **Within 31 Days After Retirement**

- If you (or your spouse) are under age 65 and if you have not already done so, make your health and welfare elections by contacting the Caterpillar Benefits Center at **877-228-4010**, or at **resources.hewitt.com/cat**.
- Contact MetLife regarding your life insurance elections at **metlife.com/mybenefits**, or call **888-228-1811**.

Be sure to make your elections within the enrollment window indicated in your kit materials.

8 **Within 45 Days After Retirement**

- If you (or your spouse) are age 65 or over and you did not contact the Caterpillar Benefits Center to indicate your intent to retire, you will receive health and welfare enrollment materials from Via Benefits after you retire. Because the intent to retire process was not completed, your HRA and your individual coverage will not be effective the date of your retirement. Instead, your HRA and your individual health plan will be effective the first of the month following the completion of enrollment. This will result in a delay in the effective date of your HRA and the ability to enroll in individual healthcare coverage through Via Benefits.
- OC Tanner will mail a retirement brochure to the home address on file with Caterpillar containing retirement/service award information, if applicable.
- If you have questions regarding your retirement/service awards, please contact Corporate Human Resources Support at **Corporate_HR_Process_Support@cat.com**.

9 **Within 90 Days After Retirement**

The Caterpillar Benefits Center will send distribution information if you have an account balance in any savings plan sponsored by Caterpillar. For help, contact the Caterpillar Benefits Center at **877-228-4010**, or at **resources.hewitt.com/cat**.
Things to Remember After Retirement

**Address changes**  Contact the Caterpillar Benefits Center to update your address. If you (or your spouse) are age 65 or over, you must also notify Via Benefits, as well as the individual health plan(s) in which you are enrolled.

**Tax-withholding changes**  Contact the Caterpillar Benefits Center.

**Changes to spousal information**  Contact the Caterpillar Benefits Center and contact MetLife.

**Changes to beneficiary information**  Contact the Caterpillar Benefits Center and contact MetLife.

**Retiree death**  Family should contact the Caterpillar Benefits Center.

Contact Information

**Caterpillar Benefits Center**  877-228-4010 or 718-354-1345 outside the United States  resources.hewitt.com/cat

**MetLife**  888-228-1811  metlife.com/mybenefits

**Caterpillar HR Service Center–Americas**  800-447-6434  hr_service_center@cat.com

**Via Benefits**  866-766-6087  My.ViaBenefits.com/Caterpillar

The purpose of this guide is to assist you with the retirement process. The information in this guide is based on the official documents governing the benefit plans and programs described herein. Every effort has been made to give you the correct and complete information about your benefits. However, if this guide inadvertently says anything that is incorrect or that grants greater rights or benefits than the plan documents and applicable agreements in effect, then those documents and agreements shall govern.

Copyright © 2018 Alight Solutions, LLC.