

# YOUR CATERPILLAR RETIREMENT GUIDE

## Are You Retiring Soon? Congratulations on Your Upcoming Journey!

Retirement is a big step. When you are ready to retire, you will be asked to make many important decisions about your Caterpillar benefits. This guide provides you a step-by-step walkthrough of the Caterpillar retirement process.

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- › **WORKING WITH YOUR RETIREMENT INCOME SPECIALIST**
- › **ONLINE TOOLS AND INFORMATION**
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## How to Get Started

After you review this guide and are ready to take the next step, contact a resource listed below to begin the retirement process.

### For 401(k) Savings and Pension benefits:

Visit the Aight Worklife® website at [CatBenefitsCenter.com](https://www.CatBenefitsCenter.com) or contact the Caterpillar Benefits Center at **1-877-228-4010** (or **1-718-354-1345** outside the U.S.) to speak to a dedicated Retirement Income Specialist. Representatives are available from 8 a.m. – 6 p.m. Central time, Monday through Friday.

#### REMEMBER YOUR USER ID AND PASSWORD

For your security, you will need both your user ID and password to work with a Retirement Income Specialist or access personalized information and modeling tools on the Aight Worklife® website at [CatBenefitsCenter.com](https://www.CatBenefitsCenter.com).

If you forget your user ID and password, visit the Aight Worklife® website or call the Caterpillar Benefits Center to request new ones. You will need them to call or log on after you have retired.

### For Health Care and Voluntary benefits:

Contact the Caterpillar Health Enrollment Center by visiting [cathealthenrollment.bswift.com](https://www.cathealthenrollment.bswift.com) or by calling **1-833-735-2127** (or **1-312-763-9778** outside the U.S.). Representatives are available from 7 a.m. – 7 p.m. Central time, Monday through Friday.

#### 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 the company enough time to prepare for a smooth transition.

#### HOW TO REQUEST RETIREMENT PAPERWORK

Visit the Aight Worklife® website at [CatBenefitsCenter.com](https://www.CatBenefitsCenter.com) and review the Retirement Hub. If you are eligible for a pension benefit, you can project your retirement income or start the retirement process online. You can also contact the Caterpillar Benefits Center at **1-877-228-4010** (or **1-718-354-1345** outside the U.S.).



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## Working With Your Retirement Income Specialist

When you call the **Caterpillar Benefits Center**, you will be assigned a dedicated Retirement Income Specialist who will work with you to help make the retirement income process as easy, convenient and hassle-free as possible.

Retirement Income Specialists understand the importance of your retirement decisions. They will guide you in completing and returning the paperwork required to receive a distribution from your 401(k) savings plan or begin receiving benefits from your pension plan and help you understand:

- What to consider when you choose your retirement date;
- Your retirement income benefit options; and
- What actions you need to take and when you need to take them.

### Choosing Your Retirement Date

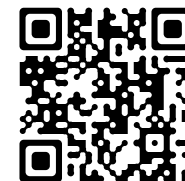
Your choice of a retirement date can have a big impact on your retirement income. Learn more by calling the Caterpillar Benefits Center and speaking with a Retirement Income Specialist.



### GET YOUR BENEFITS ON MOBILE

With the Alight Mobile app, you can easily access your 401(k) savings plan and pension plan benefits on the go. To get it:

- Grab it in your device's app store.
- Text "Benefits" to 67426.
- Scan this QR code with your phone.



### LEARN ABOUT SOCIAL SECURITY

Find out when you'll be eligible for Social Security benefits and how much you'll receive. If eligible, you can apply for Social Security up to four months before your retirement date. Go to [ssa.gov](https://ssa.gov).

Use [this tool](#) to help navigate Social Security benefits and for an estimate of your lifetime benefit.



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## Online Tools and Information

Visit [CatBenefitsCenter.com](https://www.catbenefitscenter.com) to:

- Review your beneficiary designations. Make sure to review and keep your retirement income plan beneficiaries up to date. See the bottom of page 7 for details.
- Access detailed, personalized information about your 401(k) savings plan and pension plan benefits (if applicable), along with easy-to-use calculators that will help you make decisions about your benefit options.
- Review your retirement income Summary Plan Descriptions (SPDs). The SPDs summarize the plan provisions in a way that is easy to understand. If you cannot access your SPDs under the *Plan Documents* section online, you can request copies by calling the Caterpillar Benefits Center.

After retirement, you can still visit [CatBenefitsCenter.com](https://www.catbenefitscenter.com) to:

- Update **tax withholding** and **direct deposit information** (located by selecting *Savings & Retirement* and then select *Pension/Future Payments*); and;
- Update **address information** (located by selecting the person icon and then select *Personal Information*).

**If you choose, you can complete the entire retirement income process online without the assistance of a Retirement Income Specialist.**

### WHERE TO GO ONLINE

Visit [CatBenefitsCenter.com](https://www.catbenefitscenter.com) >  
**Savings & Retirement >**  
**Retirement Hub.**



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## Your Retirement Action Checklist

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



### Step 1: Review this overall process and timeline

**If you have questions regarding 401(k) savings plan and pension plan benefits:** Visit the Alight Worklife® website at [CatBenefitsCenter.com](https://www.CatBenefitsCenter.com) or call **1-877-228-4010** (or **1-718-354-1345** outside the U.S.).

**If you have questions regarding Health Care and Voluntary benefits:** Contact the Caterpillar Health Enrollment Center by visiting [cathealthenrollment.bswift.com](https://cathealthenrollment.bswift.com) or by calling **1-833-735-2127** (or **1-312-763-9778** outside the U.S.).



### Step 2: 60 to 90 Days Before Retirement

- If you are eligible for pension, model your pension benefit to understand your options.
- Select a retirement date and contact the Caterpillar Benefits Center or visit [CatBenefitsCenter.com](https://www.CatBenefitsCenter.com) to indicate that you intend to retire and commence your pension benefit. **To avoid delays in receiving your pension benefits, you should start the retirement process about three months before you plan to stop working.**
- The Caterpillar Benefits Center will send your pension paperwork based on your preferred communication method. To check or change your communication preference, visit [CatBenefitsCenter.com](https://www.CatBenefitsCenter.com) and select the person icon and then select *Manage Communications*.
- Review your vacation benefits and service anniversary criteria on **Cat@work**.
- Notify Human Resources and your supervisor of your upcoming retirement date.

If you are eligible for pension, you have several options for receiving payments. On the Alight Worklife® website at [CatBenefitsCenter.com](https://www.CatBenefitsCenter.com), you can run projections to view your payment options. Plan to set aside time to read, understand and compare the different options available to you. Remember, the SPD is also a good resource to review during this process. While the website is designed to help you make your choice, Retirement Income Specialists are also available at **1-877-228-4010** to help you.

Be sure to make and authorize your pension choices by the deadline indicated in your retirement materials. If you do not complete your choices by the deadline, you'll have to start the retirement process over and your benefit start date and amounts could change.

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### Step 3: 30 Days Before Retirement

If you are eligible, review your 401(k) savings plan information:

- After retirement, your plan contributions will stop. However, you will continue to choose how any money you leave in the plan is invested and choose how and when you want to take money out of the plan.
- 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 \$7,000, 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.
- To take action or for more information, log on to the Alight Worklife® website at [CatBenefitsCenter.com](https://www.CatBenefitsCenter.com).



### Step 4: Deadline for Signed Pension Paperwork

If you are eligible for pension, you should plan to put the paperwork in the mail several days ahead of the 8th day of the month preceding your retirement date. In some cases, you may need to have the paperwork notarized — so make sure you give yourself enough time. You have the option to mail, fax or upload signed paperwork. If you complete the process online, you can electronically authorize your elections.



### Step 5: Last Day

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



### Step 6: Within 10 Days After Retirement

If you are eligible for retiree health care, the Caterpillar Health Enrollment Center will send you details regarding next steps. If you have any questions, you can contact the Caterpillar Health Enrollment Center at **1-833-735-2127** or visit [cathealthenrollment.bswift.com](https://www.cathealthenrollment.bswift.com) to discuss your health benefit options.

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### Step 7: 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. If you have any questions, you can call MetLife at **1-888-228-1811**.
- **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.



### Final Step: Within 90 Days After Retirement

The Caterpillar Benefits Center will send information if you have an account balance in any savings plan sponsored by Caterpillar. For help, visit the Alight Worklife® website at [CatBenefitsCenter.com](https://www.CatBenefitsCenter.com), or contact the Caterpillar Benefits Center.

#### **MAKE SURE TO REVIEW AND KEEP YOUR RETIREMENT INCOME PLAN BENEFICIARIES UP TO DATE**

- Log on to [CatBenefitsCenter.com](https://www.CatBenefitsCenter.com) or use the Alight Mobile app (text “Benefits” to 67426 to download).
- Under Quick Actions, click *Review Beneficiaries* to go to the *Beneficiary Summary* page.
- Select each tab to see which plans are missing information or may require updates (there may be more than one).
- To designate a beneficiary, click *Add Beneficiary* and type in the information.
- To make changes, click *Choose Beneficiary* and follow the prompts.



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## Contact Information

Caterpillar provides a dedicated portal for former employees, retirees and their families. Easily access resources such as benefit information and discounts at [caterpillar.com/retirees](https://caterpillar.com/retirees). Find specific benefit vendor contact details in the chart below.

Benefit	Name of Provider/Service	Phone Number	Website
Retirement Income — 401(k) Savings and Pension	Caterpillar Benefits Center provides Retirement Income Specialists, personalized 401(k) savings account information, pension estimates, financial tools and educational resources	1-877-228-4010 1-718-354-1345 outside the U.S. M-F, 8 a.m.–6 p.m. Central time	<a href="https://CatBenefitsCenter.com">CatBenefitsCenter.com</a>
Health and Voluntary Benefit Coverage and Eligibility	Caterpillar Health Enrollment Center offers assistance with health and welfare eligibility and voluntary benefits	1-833-735-2127 1-312-763-9778 outside the U.S. M-F, 7 a.m.–7 p.m. Central time	<a href="https://cathealthenrollment.bswift.com">cathealthenrollment.bswift.com</a>
Health Reimbursement Arrangement (HRA) (for certain retirees)	Via Benefits	1-866-766-6087 M-F, 7 a.m.–6 p.m. Central time	<a href="https://My.ViaBenefits.com/Caterpillar">My.ViaBenefits.com/Caterpillar</a>
Life Insurance	MetLife	1-888-228-1811 M-F, 7 a.m.–6 p.m. Central time	<a href="https://MetLife.com/mybenefits">MetLife.com/mybenefits</a>
UHC Medical Coverage and Flexible Spending Accounts (FSAs)	UnitedHealthcare	1-866-228-4215 M-F, 7 a.m.–7 p.m. Central time	<a href="https://myuhc.com">myuhc.com</a>
BCBS Medical Coverage	Blue Cross Blue Shield	1-844-228-2227 24/7	<a href="https://bcbsil.com/caterpillar">bcbsil.com/caterpillar</a>
BCBS National Network Medical Coverage	BCBS National Caterpillar Network	1-888-228-1120 M-F, 7 a.m.–7 p.m. Central time	<a href="https://myBlueElementIL.com">myBlueElementIL.com</a>

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Benefit	Name of Provider/Service	Phone Number	Website
Prescription Drugs — Home Delivery	AllianceRx Walgreens Home Delivery Pharmacy	<b>1-866-840-1222</b> <b>TTY 1-800-925-0178</b> Refills by phone <b>1-800-749-0009</b> 24/7	<a href="http://AllianceRxWP.com/home-delivery">AllianceRxWP.com/home-delivery</a>
Prescription Drugs	Magellan Rx Pharmacy	<b>1-877-228-7909</b> 24/7	<a href="http://Magellanrx.com/member/login">Magellanrx.com/member/login</a>
Prescription Drugs — Specialty	Magellan Rx Specialty Pharmacy	<b>1-866-554-2673</b> M-F, 7 a.m.-9 p.m. Central time	<a href="http://Magellanrx.com">Magellanrx.com</a>
Dental	Cigna Dental	<b>1-800-244-6224</b> 24/7	<a href="http://my.cigna.com">my.cigna.com</a>
Vision	VSP	<b>1-800-877-7195</b> <b>TTY 1-800-428-4833</b> M-Sat, 8 a.m.-7 p.m. Central time	<a href="http://vsp.com">vsp.com</a>
Health Savings Account (HSA)	HealthEquity	<b>1-844-311-9732</b> 24/7	<a href="http://healthequity.com/caterpillar">healthequity.com/caterpillar</a>
Social Security			<a href="http://ssa.gov">ssa.gov</a> <a href="http://ssa.gov/retirement">ssa.gov/retirement</a>