



RETIREMENT IS COMING. ARE YOU IN?

RETIREMENT GUIDE





Are you eligible to retire?

You are eligible to retire and may receive NiSource retiree medical coverage, retiree life insurance and immediate commencement of your pension benefit if you are at least age 55 with at least 10 years of service with the company.

Note: You may be eligible for a pension-only benefit after three years of service; see your pension SPD for details.

The information included in this kit has been prepared to summarize some provisions of the plans and is not intended to be a complete summary of the plans. To the greatest extent possible, non-technical language has been used to explain some of the plans' provisions. The official plan texts are the governing documents if questions arise. While NiSource intends to continue the plans described in this kit, the company reserves the right to change or discontinue any or all of them at its discretion and without prior notice to any person.



CONGRATULATIONS!

You're about to embark on one of life's adventures. Retirement means you'll finally have time to travel, take up a new hobby or maybe just enjoy your family and friends. But retirement also means you'll have some decisions to make that will impact your life over the next several years.

This easy-to-use guide takes you step by step through the NiSource retirement process. It also gives you information about some of the other things you need to know, do and consider to make sure that your retirement starts off right.

HOW TO GET STARTED

Just call The Benefits Source at **1-888-640-3320** anytime Monday through Friday between 8 a.m. and 6 p.m. Eastern time, to make an appointment with a retirement specialist. Using this guide, he or she will help you through the details of the retirement process so you can start enjoying your retirement.

START THE PROCESS THREE MONTHS (UP TO 90 DAYS) IN ADVANCE

Once you have called The Benefits Source, it is **CRITICAL** to then notify your direct supervisor (if you have not done so already) of your last day worked. Your supervisor will need to enter the voluntary separation in to Workday for it to take effect. If this information is not entered timely before your last day worked, it could impact when you receive eligible pension elections and delay your retirement enrollment process.

As your retirement nears, be sure to follow any local HR policies related to leaving the organization.

TIP

Start the retirement process about three months before you want to stop working. This will give both you and NiSource enough time to get everything in place for a smooth transition.

WORKING WITH YOUR RETIREMENT SPECIALIST

Retirement specialists understand how important your retirement decisions are. They'll take all your benefit elections over the phone, help you complete and return any required paperwork, and help you understand:

- How to select a last day worked that maximizes the benefits you'll receive from NiSource;
- What your benefit options are;
- The forms and information you'll receive in the mail about your benefits;
- Where to call for information about your Social Security and Medicare benefits; and
- What action steps you need to take and when.

ONLINE TOOLS AND INFORMATION

Visit MySource for Human Resources at **mysourceforhr.com** for detailed, personalized information about your NiSource benefits and easy-to-use modeling tools. You can even complete the entire retirement process online, if you want to, without the assistance of a retirement specialist. Of course, you may call a retirement specialist at any point in the process if you need help.

To complete the process online, you must first go to the Personal Information page (accessible from the Your Profile menu at the top of the **mysourceforhr.com** home page) and change your preferred form of correspondence to the Secure Mailbox. **Reminder:** If you are completing the process online, it is still critical that you notify your direct supervisor of your last day worked. Your supervisor will need to enter the voluntary separation in Workday for it to take effect.

ACCESSING YOUR PERSONAL INFORMATION

For your security, you will need to know your MySource for HR password (to enroll online) and/or PIN (to enroll by phone) to access personalized information or modeling tools at **mysourceforhr.com**.

If you forget your password or PIN, you can request that a new temporary one be sent to you, either by email (typically within 30 minutes) or regular mail (typically within 7-10 business days).

Please take time **now** to ensure you will have the access you need by:

- Confirming you know your password and/or PIN by logging on to the **MySource for HR website at mysourceforhr.com** or calling the **Benefits Source at 1-888-640-3320**.
- If you don't remember your password/PIN request a new temporary one. You will first need to answer security questions to confirm your Identity. Then reset your password/PIN to one of your own choosing.
- Make sure you have a current personal email address on file with **MySource for HR** so in the future you will be able to receive a new temporary password/PIN more quickly.

NAME YOUR BENEFICIARIES

Missing beneficiary information could delay the payment of benefits to your loved ones during a time of need.

Review your beneficiaries and update or enter any new information (such as date of birth and Social Security number) by accessing **mysourceforhr.com** or calling **1-888-640-3320** for assistance.

TIP

YOUR RETIREMENT ACTION CHECKLIST

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

YOUR RETIREE BENEFITS

Overview

When you retire, you may have access to NiSource-provided retiree medical coverage and retiree life insurance (if you meet eligibility requirements). You may also be eligible to receive income from a NiSource pension plan or the 401(k) Savings Plan.

See your Summary Plan Descriptions (SPDs) for more information about plan eligibility. Keep reading to learn more about how each of your benefit plans will be impacted by your retirement.

Pension Plan

What You Need to Know

- If you're vested in the plan, you'll receive a pension benefit.
- The interest rate used to calculate your benefit is set by the U.S. Treasury and changes each year. To have your pension benefit calculated using the current year's rate, you must have a termination date on or before November 30.
- If you retire before your Required Minimum Distribution (RMD) age, you have the option to leave your pension benefit in the Plan. Once you reach the IRS' Required Minimum Distribution (RMD) age, you must take a full distribution from the Plan no later than April 1st of the following year in order to meet your annual distribution requirement, otherwise you will be responsible for any applicable IRS penalties for not commencing at your RMD date. Example: You retired at age 65 and left your pension benefit in the Plan. You reached age 72 (current RMD age) in 2022, so you have until April 1, 2023 to commence your pension.
- If you retire after your RMD age, you will need to initiate your full benefit commencement no later than April 1st of the year following your retirement. If you don't contact the Benefits Center to initiate your pension distribution, the Benefits Center will automatically generate and send you the applicable distribution information in January with a 4/1 BCD. You must make a payment election and return the forms. If the distribution/election information is not completed and returned, your distribution will not be made and you will be responsible for paying any applicable IRS tax penalties for not taking the RMD distribution.
- You must call **1-888-640-3320** if you plan to retire but would like to defer your pension benefit.
- You must contact a retirement specialist if you want the cost of your retiree medical premiums deducted from your monthly pension payment. If your premium cost cannot be covered by your pension payment, you will be billed directly for the cost of your coverage.

Important: Choose your last day worked carefully. Your age and years of service have a big impact on the amount of your pension benefit. Your retirement specialist can give you the information you need to help you make the decision that's right for you.

What You Need to Do

- Choose the type of payments you want, as well as how and when you want to receive them.
- Return the required forms to ensure that your payments won't be delayed. You should return them by the date indicated on the forms.
- Have your bank or other account information available to set up direct deposit or a lump-sum rollover.
- Review your beneficiary information and update or enter any new information.

Pension Plan

- Contact a retirement specialist if you want the cost of your retiree medical premiums deducted from your monthly pension payment.
- Call a retirement specialist at **1-888-640-3320** or visit **mysourceforhr.com**.

TIP

USE DIRECT DEPOSIT AND DIRECT DEBIT

Direct deposit makes receiving retirement plan payments easy and convenient. Direct debit gives you a hassle-free way to pay insurance premiums. To set up direct deposit or direct debit, have your bank or other account information available as you work through the retirement process.

401(k) Savings Plan What You Need to Know

- When you retire, you have the option to leave your 401(k) balance in the Plan. Once you reach the IRS' Required Minimum Distribution (RMD) age, which is currently age 72, Fidelity will send you a notification with a description of the RMD rules and your available elections. You must take a distribution from your account in order to meet the annual distribution requirement, otherwise you will be responsible for any applicable IRS penalties for not commencing at your RMD date. Your first RMD payment will be distributed in March of the year after you reach RMD age unless you choose to take the distribution at an earlier date. All subsequent RMD payments will be distributed in early December of each year unless you choose to take it at an earlier date.
- Additional fees may apply if you choose to leave your money in the plan.
- Your contributions stop, but loan repayments will continue if you have an outstanding loan balance.
- You cannot request a new loan after you retire.
- You'll continue to choose how any money you leave in the plan is invested.
- Decisions about receiving your 401(k) balance may affect your taxes. Consider consulting a tax advisor for assistance.

What You Need to Do

- Look for a notice from Fidelity Investments a few weeks after you retire that explains your payment options.
- Choose how and when you want to take money out of the plan.
- Contact Fidelity by phone or online to confirm your 401(k) plan beneficiary information.
- If you have an outstanding loan, you can repay the balance within 60 days of retiring or make payment arrangements with Fidelity. If you don't repay the loan, the remaining balance will be treated as a distribution for tax purposes.
- Contact Fidelity at www.401k.com or call **1-800-305-4015** if you have questions.





Retiree Health and Prescription Drug Coverage

What You Need to Know

- Your current active medical coverage will end on the last day of the month in which you are an active employee.
- Before you (and/or your spouse) reach age 65, you may be eligible for NiSource retiree medical and prescription drug coverage. You may also be eligible to receive a subsidy from NiSource to help pay for the cost of your coverage. **See important note below.**
- In general, you must be enrolled in a NiSource retiree medical plan in order for your dependents to enroll and/or continue in NiSource medical coverage.
- You will be billed for the cost of your medical premiums. You must contact a retirement specialist if you want your premiums deducted from your monthly pension payment. If your premium cost cannot be covered by your pension payment, you will be billed directly for the cost of your coverage.
- Once you (and/or your spouse) reach age 65 and become eligible for Medicare, you may be eligible to purchase additional health coverage through a Medicare supplement plan. You may also be eligible to receive a subsidy from NiSource to help pay for the cost of your coverage. You must actively enroll to receive NiSource-provided, post-65 Medicare supplement coverage.
- Once you become Medicare eligible, you must actively enroll in parts A, B and/or D to receive coverage. See page 10 for details.

Important: If you don't enroll immediately upon retirement, you will have an opportunity to enroll during the **Annual Enrollment and Qualified Life period** each year or if you have a qualified status change. **Note:** If you retire before reaching age 65, you must make a retiree medical election. If you do not make an election, your retiree pre-medicare coverage will default to whatever active coverage you had just prior to retirement.

What You Need to Do

- Find out if you're eligible to enroll in a NiSource pre-65 or post-65 retiree medical plan.
- If eligible, decide if you want to enroll.
- Look for personalized enrollment information in the mail. It will arrive with your pension information.
- Enroll before your last day worked.
- Look for new insurance ID cards in the mail a few weeks after you make your elections.
- You will have an opportunity to review and change your retiree medical coverage for the following year during the annual enrollment period. Look for enrollment materials in the mail during the fall.
- Call a retirement specialist at **1-888-640-3320** or visit **mysourceforhr.com** to understand your eligibility and options.

Health Savings Account (HSA)

What You Need to Know

- Your contribution and the company's contribution to your HSA account will stop when you retire. But your account balance goes with you when you retire and continues to earn interest.
- You may continue to use your HSA account to pay for future medical expenses during retirement. You will be responsible for paying any monthly fees related to the administration of your account (including COBRA and Medicare premiums).
- Your account will be converted to a new direct account in your name, and you will receive a new debit card you can use to pay for eligible expenses.

What You Need to Do

- After you retire, you will receive information in the mail about your new direct HSA account, including a new debit card for you to use.
- You may start using your new debit card once you receive and activate it.
- Call UMB directly at 1-866-520-4HSA (4472) if you have questions about your HSA account or debit card after you retire.

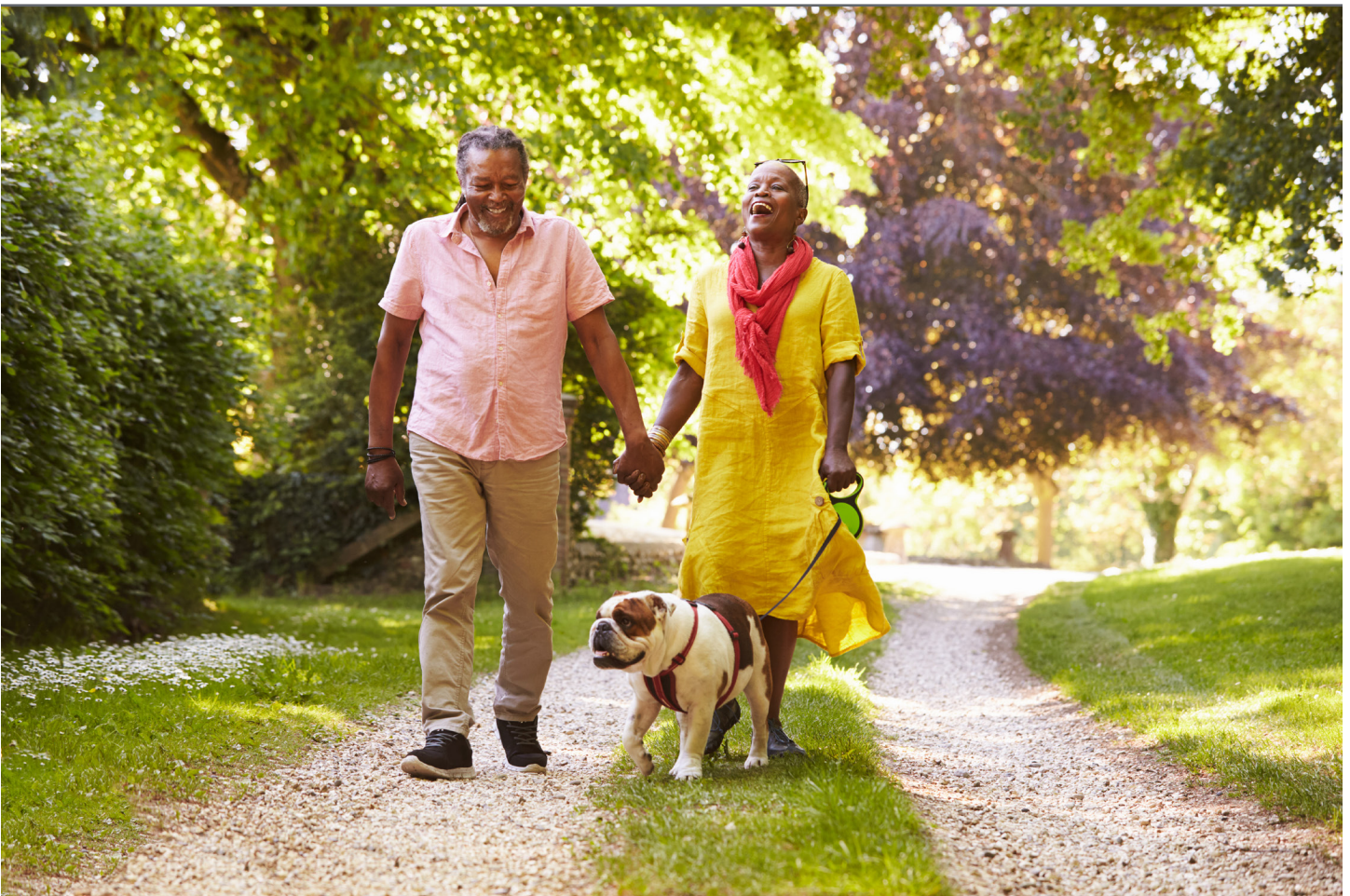
Dental Coverage, Vision Coverage and Health Care FSA

What You Need to Know

- Active coverage continues through the last day of the month in which you are an active employee.
- You may temporarily continue your active coverage through COBRA (see page 7).
- See the Health Care Flexible Spending Account (FSA) section of your SPD for details about submitting claims you incurred before your last day worked.

What You Need to Do

- See COBRA on page 7.



COBRA

What You Need to Know

- Whether or not you choose to enroll in any NiSource retiree medical coverage, you may continue your dental and/or vision coverage for up to 18 months through COBRA.
- You may continue your Health Care FSA contributions through the end of the plan year.
- You will be billed directly for your COBRA coverage premiums, or you may choose to have the cost deducted from your monthly pension payment.

What You Need to Do

- Decide if you want COBRA coverage. If so, enroll within 60 days of when you receive your COBRA enrollment materials in the mail.
- Have your bank or other account information available to set up direct debit.
- See your SPD for more information about COBRA.
- Call a retirement specialist at **1-888-640-3320** or visit **mysourceforhr.com** to understand your eligibility and options.

Life and Other Insurance

What You Need to Know

- You may be eligible to receive retiree life insurance coverage for you.
- Supplemental and dependent life, business travel accident, and accidental death and dismemberment (AD&D) insurance coverage (if applicable) ends on your last day worked.
- You may convert life insurance coverage that doesn't continue into retirement to an individual policy within 30 days of your last day worked.
- If you were enrolled in supplemental AD&D as an active employee, you may be eligible to enroll in retiree AD&D coverage.
- The beneficiaries you have on file as an active employee do not automatically carry over to retirement. Be sure to designate beneficiaries for retiree life and AD&D insurance at the time of your retirement.

What You Need to Do

- Decide if you want to continue your current coverage.
- Update your beneficiary information (if necessary).
- If eligible, you will be enrolled automatically in retiree life insurance. No action on your part is needed.
- You will receive information from your life insurance carrier about converting your active coverage after you retire.

Disability

What You Need to Know

- If you are currently eligible, your short- and long-term disability coverage ends on the day you retire.

Note: If you are receiving disability benefits at the time of your retirement, you will be eligible to enroll in NiSource retiree coverages, however your disability benefits would end.



NOTE

THERE ARE OTHER RESOURCES AND ACTION STEPS OUTSIDE OF YOUR NISOURCE RETIREE BENEFITS. SEE THE FOLLOWING PAGES FOR MORE INFORMATION.

OTHER RESOURCES AND ACTION STEPS

Social Security

What You Need to Know

- You may begin receiving a reduced benefit as early as age 62. You'll receive a full benefit between ages 65 and 67, depending on your birth date.

Important: Apply for Social Security benefits three months before you want to enroll to ensure that your benefits will begin when you need them to.

What You Need to Do

- Review the annual employment and earnings statement you receive from the Social Security Administration.
- Decide when you want to begin receiving your benefit.
- Visit [ssa.gov](https://www.ssa.gov) or call **1-800-772-1213**.

Medicare

See Page 9 for
More Information

What You Need to Know

- You're automatically enrolled in Medicare when you sign up for Social Security benefits, unless you elect otherwise.
- You need to enroll within three months before you reach age 65. If you wait, you may have to pay a premium penalty.

Important: Once you become eligible, apply for Medicare three months before you want to enroll to ensure that your benefits will begin when you need them to and to avoid possible premium penalties.

What You Need to Do

- Enroll in Medicare before you reach age 65.
- Consider if you will also need Medicare supplemental coverage.
- Visit [ssa.gov](https://www.ssa.gov) or call **1-800-772-1213**.
- For information about Medicare, visit [medicare.gov](https://www.medicare.gov) or call **1-800-MEDICARE (1-800-633-4227)**.

Medicare Part D

See Page 9 for
More Information

What You Need to Know

- Before you (and your spouse or other dependents) reach age 65, you will receive prescription drug coverage through the NiSource retiree medical plan (if you are eligible for that plan). You will not need Medicare Part D coverage prior to reaching age 65.
- Once you (and/or your spouse or other dependents) reach age 65, you may enroll for prescription drug coverage through a Medicare Part D plan.

What You Need to Do

- Enroll in Medicare before you reach age 65.
- If your NiSource retiree medical plan does not provide prescription drug coverage, it is recommended that you enroll in the Medicare Part D prescription drug plan of your choice during the Medicare annual enrollment period.

Pension and 401(k) 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' 401(k) savings plans?

What You Need to Do

- Factor these benefits into your planning.
- Decide how and when you want your benefits paid.
- Contact your past employers and/or financial institutions.

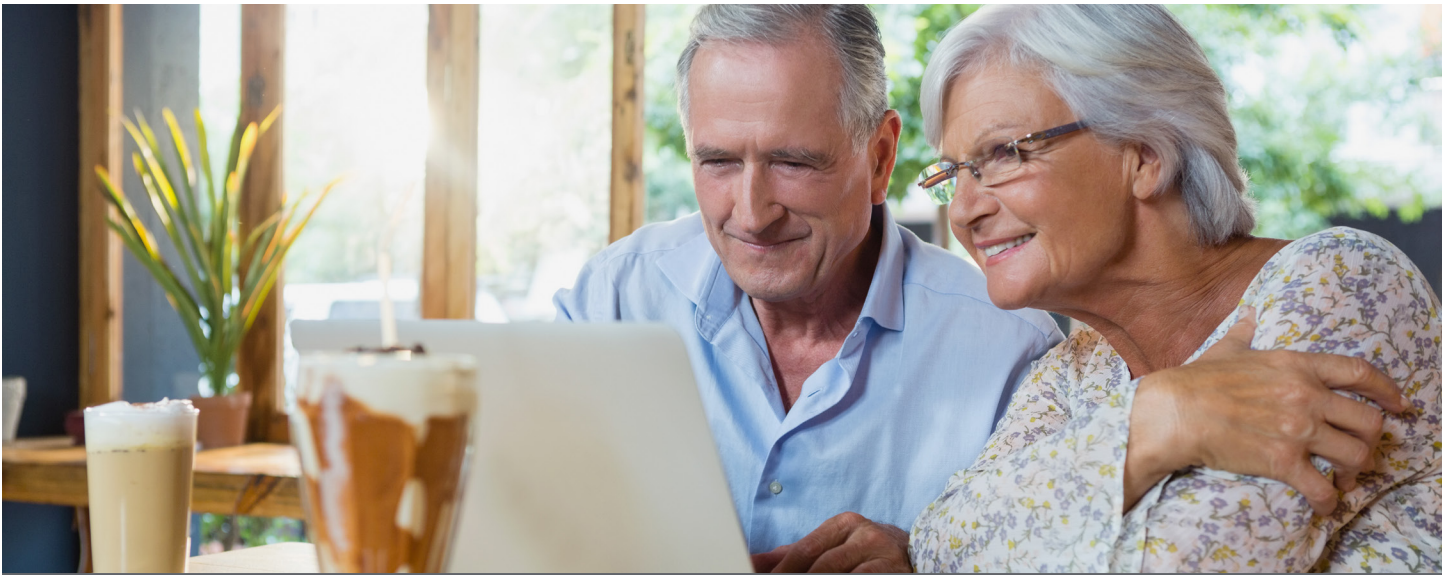
Personal Savings

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.
- Contact your financial institutions.



THE RETIREE MEDICAL PLAN AND MEDICARE

Medicare is a federal health insurance program for people who are age 65 and older or disabled at retirement. It has three parts:

PART A

Part A covers hospital stays, care in skilled nursing facilities, home health care, hospice care and blood transfusions. Everyone who's eligible for Medicare gets Part A; there's no charge for it.

PART B

Part B covers doctors' services, outpatient hospital care, and some medical supplies and equipment. It also covers some services that Part A doesn't cover, such as certain physical and occupational therapy and home health care services. Part B, which is optional, has a monthly premium that's deducted from your monthly Social Security benefits.

PART D

Part D covers prescription drugs. Part D is optional; a monthly premium applies. Medicare delivers Part D coverage by contracting with private prescription drug plans. These plans offer standard Part D coverage and may also offer more coverage and additional drugs for higher monthly premiums. Several Medicare prescription drug plans are available in each state, so you'll need to determine which one might best meet your needs. You may enroll in Medicare Part D during the Medicare annual enrollment period each year. Enrollment isn't automatic—if you want coverage, you must enroll directly with the private prescription drug plan.



YOUR COVERAGE OPTIONS

If you (or your spouse) are younger than age 65 when you retire, you may be eligible to receive NiSource retiree medical coverage until you reach age 65 and become eligible for Medicare. The cost of your retiree medical coverage (including any subsidy you receive from NiSource) may change each year. You'll receive information about pricing changes each fall before benefits enrollment. **Note: If you retire before reaching age 65, you must make a retiree medical election. If you do not make an election, your retiree pre-medicare coverage will default to whatever active coverage you had just prior to retirement.**

Once you reach age 65 and become Medicare eligible, you may have the option of purchasing supplemental Medicare insurance through NiSource (but you must first enroll in Medicare). You'll receive more information about your coverage options and costs before you become Medicare eligible. You will receive enrollment information from Medicare approximately six months before you reach age 65, and details about your NiSource-provided coverage about three months before you turn 65. **Remember, you must actively enroll to receive NiSource-provided, post-65 Medicare supplement coverage.**

If you and your spouse become eligible for Medicare at different times, you'll be offered medical options that accommodate each of your Medicare eligibilities.

Questions?

Your retirement specialist can help you understand your medical options in retirement. For more information about Medicare, visit [medicare.gov](https://www.medicare.gov) or call **1-800-MEDICARE (1-800-633-4227)**.

To enroll in Medicare Parts A and B, visit the Social Security Administration website at [ssa.gov](https://www.ssa.gov) or call **1-800-772-1213**.

To enroll in Medicare Part D, enroll directly with the private Medicare Part D prescription drug plan of your choice.

TIP

REMEMBER TO REPORT CHANGES

After you retire, don't forget to notify us of any address changes or updates to your beneficiary information. To make updates, visit [mysourceforhr.com](https://www.mysourceforhr.com) or call **1-888-640-3320** and ask to speak with a representative. You'll need your user ID and password.



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