BENEFITS EXIT CHECKLIST

The following information summarizes what happens to your benefits upon leaving the Company. NOTE: This document will be saved under the 'Worker Documents' section in Workday for your reference.

☐ **Retirement (401(k) & Pension)**

401(k): Once Voya is notified of a separation (weekly), a retirement plan termination guide will be mailed to the participant's home address. Once the separation date has been updated at Voya, a request for distribution may be made via the website at: orionsteel.voya.com or by contacting the Voya Service Center directly at: 877-893-0690. Distribution options include rolling the money into another qualified plan or an Individual Retirement Account (IRA). A participant may also choose a lump sum distribution, which will be subject to taxation and possible early withdrawal penalties. You can review all of your distribution options online or over the phone with a representative.

Participants who have a vested account balance of $7,000 or greater have the option to leave their account in the 401(k) Plan with Voya, instead of taking a distribution. If a participant has a vested account balance of more than $1,000 but less than $7,000 and an election of either a lump sum or rollover is not made, Voya will establish an IRA for the participant at Voya Retirement Insurance and Annuity Company and will automatically roll the vested interest over to that IRA, minus any outstanding loan balance. If a participant has a vested account balance of less than $1,000 and an election is not made prior to 30 days following termination, the account balance will be distributed in a lump sum. Note: if there is an outstanding loan, the participant will need to pay the loan balance off within a maximum of 30 days of termination (unless a distribution is requested sooner than 30 days) or it will be offset.

Pension: If eligible, participants will receive a Notice of Vested Benefit from the Pension Service Center, mailed to their home address, approximately one month following the end of the quarter in which the employee separates. The notice will indicate the accrued benefit, payable at age 65. However, separating employees are able to view the benefit estimate any time by logging into the website (www.orionsteel.voya.com) or by contacting the service center directly at 877-893-0690 (Option #2).

Note: please consider updating your beneficiary data as needed.

☐ **Health Benefits**

COBRA: Health benefits end on the last day of the month in which separation occurs (e.g., separation occurs on March 10; health benefits end on March 31). Participants have **60** days from the date coverage ends (or the date of the COBRA notice whichever is later) to elect COBRA. Under COBRA, participants can elect to continue medical & prescription drug, dental, flexible spending and/or EAP. This coverage (for any/all plans) is retroactive to the first day following the date health coverage ended (e.g., health coverage ends March 31, COBRA begins April 1). BRI COBRA, the COBRA administrator, will mail election notices & information directly to the participant's home address. **Participants should receive an election kit approximately two weeks after the end of the month in which you leave.** Participants can contact BRI COBRA directly at 866-996-5200 with questions.

Medical Flexible Spending Accounts (Medical FSA): Participants have 60 days (February 29th or March 1st) following the end of the plan year to submit eligible claims incurred between the plan's effective date and the last day of the month in which separation occurs. If the participant receives a denial during this time frame, they have an additional 21 days (March 20th or March 21st) to re-submit the expense for reimbursement. Any balance remaining in the account after this time frame will be forfeited.

If a participant has a Medical FSA balance from the previous Plan Year at the time of separation, up to $610 ($640 in 2025) of funds will be eligible to rollover to the current Plan Year and added to the available balance once the run-out and denial grace period for the prior Plan Year have been finalized. Eligible dates of service for the rollover funds will be from the effective date in the plan and the last day of the month in which separation occurs.

The Beniversal card will become inactive as of the last day of the month in which the employee separates. Balance information and claim forms may be obtained via the BRI website at: www.BenefitResource.com or by contacting BRI Participant Services at 800-473-9595.

Dependent Care FSA: Participants have 60 days (February 29th or March 1st) following the end of the plan year to submit eligible claims incurred between the plan's effective date and the last day of the Plan Year. If the participant receives a denial during this time frame, they have an additional 21 days (March 20th or March 21st) to re-submit the expense for reimbursement. Any balance remaining in the account after this time frame will be forfeited. Balance information and claim forms may be obtained via the BRI website at: www.BenefitResource.com or by contacting BRI Participant Services at 800-473-9595.

Health Savings Account (for employees who were enrolled in a HDHP medical option): Participants will continue to contribute to their Health Savings Account through the last paycheck of the month in which separation occurs. Participants are able to take their remaining balance and roll it over to another Health Savings Account or continue to use their remaining funds through the current carrier. Through your new individual HSA, you will be charged a $2.75 monthly administration fee that was previously covered by the Company. To request a new card to access funds in your individual account, please contact BRI Participant Services by phone at 800-473-9595, or via email at participantservices@benefitresource.com.

☐ **Other Programs**

Life Insurance: Basic and Supplemental Life is administered through Lincoln Financial Group. Participants have **31** days from the date coverage ends to port or convert their life insurance coverage. Participants whose life coverage is ending as a result of separating from the company may be able to convert their coverage into a whole life policy or port their life insurance into a term life policy. Participants whose coverage is only being reduced may be able to convert their coverage into a whole life policy. If you wish to port/continue your coverage, please call Lincoln Financial at 877-321-1015, to receive a quote. When you call, please have the Employer section completed by your employer on either your conversion or portability form, which can be accessed under the 'If You Leave The Company' section of the Orion mobile app.

Commuter Benefits:
Participants have until the end of the month following the last month of employment to use the remaining balance in both the mass transit and/or parking accounts via the Beniversal card (i.e. separation occurs on March 10th; funds on card can be used through April 30th). After this time, any unused funds will be forfeited.

Balance information and claim forms may be obtained via the BRI website at: www.BenefitResource.com or by contacting BRI Participant Services at: 800-473-9595.

Address Updates: Address changes can be completed in Workday. Log into Workday. Click on "Personal Information" Icon. Notice of Address Changes are required for W2 purposes and 401(k)/pension plans. Once you have terminated, you must notify Voya and Disciplined Benefit Services of your change of address directly.

View Payslips: Employees may view old payslips in Workday. Log into Workday. Click on "Pay" Icon.

Tuition Reimbursement: Separating employees should consult their repayment agreement and contact their Human Resources Department for questions regarding tuition reimbursement.