



Leaving K-C Checklist

This checklist provides a general timeline of actions you may need to take before and after leaving K-C. Note that some of the information in this checklist may not apply to you.

Before you leave K-C...	
General	<ul style="list-style-type: none"> Read the Leaving K-C Guide to understand how your current benefits will be impacted. The guide is located on mykcbenefits.com/leavingkc. Log in to kcbenefitcompass.com and netbenefits.com to review your current benefits. Call the K-C Benefits Information Line at 800-551-2333 with questions or for guidance. Inform your Team Leader and HR about your plans to leave K-C. Visit Workday to update your contact information, including your personal email address. If registered for an online Form W-2, log in to my.adp.com to update your contact information to include your personal email address.
Pension	<ul style="list-style-type: none"> If eligible, you can initiate your Pension Plan benefit up to 90 days before you want payments to start through netbenefits.com or by calling 800-551-2333 (choose the 401(k) & Pension option).
Retiree Medical	<ul style="list-style-type: none"> If you or your dependents are eligible for K-C Retiree Medical and Medicare and want supplemental Medicare coverage as soon as you leave K-C, start the process 60 days before your last day of employment. See page 14 in the Leaving K-C Guide or visit mykcbenefits.com/medicare for details. If you have a Health Savings Account (HSA), you should stop contributing to your HSA at least six months before you plan to apply for Medicare or Social Security benefits in order to avoid a tax penalty. If unable to do this in time, see page 10 in the Leaving K-C Guide or visit mykcbenefits.com/medicare for information on how to submit a correction form.
AIP, MAAP, or LTI	<ul style="list-style-type: none"> If you're eligible for AIP, MAAP, or LTI, see page 20 in the Leaving K-C Guide or view the K-C Compensation program brochures on @myHR to understand how your award(s) will be impacted. Other LTI documents are available on mybenefits.ml.com. Email Dallas.Compensation@kcc.com with questions.
After you leave K-C...	
General	<ul style="list-style-type: none"> If currently enrolled, your active K-C medical, dental, and vision coverage ends on the last day of the month in which your last day of employment occurs. See page 11 in the Leaving K-C Guide or visit mykcbenefits.com/cobra for information on coverage continuation options via COBRA. Once your separation date has been received by Emyprean, WageWorks, and Fidelity, you may take action on your benefits (e.g., COBRA enrollment, 401(k) distribution). Call the K-C Benefits Information Line at 800-551-2333 with questions or for guidance. Keep your contact information up to date directly with both Emyprean and Fidelity as this is how you'll receive important documents (e.g., Form 1099) and other benefits information.
Retiree Medical	<ul style="list-style-type: none"> If you're eligible for Non-Medicare K-C Retiree Medical, you can enroll after your separation date has been received by Emyprean or within 30 days after a qualifying life event (e.g., losing active coverage) or wait until Annual Enrollment. You can delay enrollment and choose to elect COBRA or other coverage first. See page 14 in the Leaving K-C Guide or visit mykcbenefits.com/retiree-medical-life for details.
LTI	<ul style="list-style-type: none"> If you have LTI awards, keep your contact information up to date with Merrill Lynch.

IMPORTANT: If you contact a vendor before you leave K-C, the representative won't have record of your separation, but can answer questions and may be able to take certain actions (e.g., starting the pension process, if eligible). Other actions (e.g., 401(k) distribution) can be completed only after the vendors receive notice from K-C.