

DNA NonUnion - Retirement Benefits Checklist

As a Diageo North America employee there certain benefits available to you as a Retiree. Please review this document carefully to make sure you receive all benefits available to you and complete the corresponding checklist for your age group. **If** you are eligible for “Retiree Medical Benefit”, a medical plan and a prescription drug plan, both are administered by UnitedHealthcare®.

Below is a checklist of items you should complete as part of the Retirement Process:

Under Age 65

- Step 1:** Contact the Pension Center at 1-855-250-9893 to request a benefit calculation to commence your pension.
- Step 2:** If you have contributed to a Defined Contribution plan (401K Plan), log onto www.401k.com or call Fidelity at 1-800-421-3844 to check your balance, determine available options and access your funds.
- Step 3: IF** you are eligible for Retiree Medical Benefit, this information will be included in your Retirement Packet issued by First Point once your “Retirement” action has been submitted in Workday. Then, you will need to complete the enrollment form from your packet and return it to First Point.
- Step 4:** If you were enrolled in Dental and Vision benefits prior to your retirement and wish to continue those benefits, complete the COBRA package provided to you by United Healthcare® within 45 days after your retirement date. You should receive a COBRA package within three weeks following your retirement date.
- Step 5:** If you are a participant of the Diageo Share Value Plan, then please call Shareworks at t 1-877-380-7793 or go to the website www.mydiageoshares.com. If you are a participant of DELTIP/DSOP then please contact the Diageo Shares team at Diageoshareplans@diageo.com or at (country exit code) +44 131 519 2090

Age 65 or Over

- Step 1:** Contact the Pension Center at 1-855-250-9893 to request a benefit calculation to commence your pension.
- Step 2:** If you have contributed to a Defined Contribution plan (401K Plan), log onto www.401k.com or call Fidelity at 1-800-421-3844 to check your balance, determine available options and access your funds.
- Step 3: IF** you are eligible for Retiree Medical Benefit, this information will be included in your Retirement Packet issued by First Point once your “Retirement” action has been submitted in Workday. Then, you will need to complete the enrollment form from your packet and return it to First Point.

In order to **continue** with coverage you need to enroll in Medicare Part A & B. To enroll in Medicare you should contact Medicare directly:

- Online at www.Medicare.gov or Toll-free at 1-800-MEDICARE (633-4227) (TTY: 1-877-486-2048).
- After confirming you are enrolled in Medicare A & B and before your retirement date you must enroll in the Prescription Drug Plan (PDP) - with United Healthcare® MedicareRx by calling at 1-877-456-4835 and providing the **PDP Group #23782** to facilitate enrollment.

- ❑ **Step 4:** If you were enrolled in Dental and Vision benefits prior to your retirement and wish to continue those benefits, complete the COBRA package provided to you by United Healthcare® within 45 days after your retirement date. You should receive a COBRA package within three weeks following your retirement date.

- ❑ **Step 5:** If you are a participant of the Diageo Share Value Plan, then please call Shareworks at 1-877-380-7793 or go to the website www.mydiageoshares.com. If you are a participant of DELTIP/DSOP then please contact the Diageo Shares team at Diageoshareplans@diageo.com or at (country exit code) +44 131 519 2090

If you have questions, please contact:

- Retirement Medical enrollment process:
Call First Point at 1-877-446-4461 or send an email to Firstpoint_americas@diageo.com

- Retirement Medical Plan Questions (Pre65 or Post65 Plans):
United HealthCare 1866-230-8321

- Retirement Prescription Questions:
Pre65: UHC 1-866-230-8321
Post65: UHC MedicareRx: 1-877-456-4835

- Medicare enrollment process or questions:
Toll-free at 1-800-MEDICARE (633-4227) (TTY: 1-877-486-2048) or visit www.Medicare.gov

Sincerely,

Diageo NA
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