



YOUR BENEFITS IN TRANSITION

When Your Employment Ends

The information in this booklet applies to full-time employees terminating employment with Samuel, Son & Co. We are providing this information to assist you during this period of transition.

NEXT STEPS

This booklet addresses the benefits available to you from the company. You may participate in some or all of these benefits. In each section, please pay attention to the areas labeled “Your Next Step” to guide you through important decisions and actions regarding your benefits.

Please note that this booklet is only a summary of the benefit plans available to you for continuation or conversion. While we have made every effort to make this summary as accurate as possible, if there are inconsistencies between this summary and the plan document, the terms of the plan document will control. The benefits and other provisions described in this booklet are effective only if you are eligible to participate in accordance with the terms of the plans.

Samuel, Son & Co. reserves the right to amend, modify or terminate the plans at any time at its discretion.



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WHAT HAPPENS TO MY BENEFITS?

Participation in the Samuel, Son & Co. benefit plans stops on your last day of employment with the company. In some cases, coverage may be continued or converted to an individual policy. The following summary outlines the availability of coverage following termination.

BENEFIT	DESCRIPTION
Medical, Dental, and Vision	If you or your covered dependents are enrolled in medical, dental, and vision coverage, COBRA continuation is available.
Life Insurance	Conversion and portability privileges are available without evidence of insurability.
Disability Insurance	Short-term and Long-term disability coverage ends with no conversion privileges.
Flexible Spending Accounts (FSAs) – Health Care and Dependent Care	Expenses incurred before your termination date are eligible for reimbursement. COBRA continuation may be available for the Health Care FSA. There is no continuation for Dependent Care FSA.
Health Savings Account (HSA)	All contributions stop with your last paycheck. Your HSA is an account that you own and that goes with you. It can continue to be used to pay for qualified medical expenses now, in the future and in retirement.
EAP – Employee Assistance Program	EAP is available up to 90 days after your termination.
Samuel, Son & Co., Inc. 401(k) Plan	All employee and Company contributions stop with your last paycheck of eligible earnings. If you have an outstanding loan, you may choose to pay the amount of the loan due in full to avoid a taxable event. You are eligible for the distribution of your vested account balance following your termination.

COBRA – CONTINUING YOUR MEDICAL, DENTAL AND VISION INSURANCE

If you and your dependents are covered under the Samuel, Son & Co. medical, dental or vision plans, you have the right under the Consolidated Omnibus Budget Reconciliation Act (COBRA) to continue coverage for 18 months after termination of your employment. While enrolled in COBRA continuation, you will pay the full cost of the coverage plus a 2% administration fee.

MAKING YOUR COBRA DECISION

COBRA provides you and your dependents the right to elect coverage independently. In other words, you, your spouse, or dependent child(ren) may each elect to either continue coverage or not to continue coverage. If you or your dependent choose to continue medical, dental and vision coverage, the coverage will be identical to that you had as an employee of Samuel, Son & Co. You will be able to make limited changes during annual enrollment or when a “change in family status” occurs. In deciding whether to enroll in COBRA coverage, be sure to consider other options you may have, such as access to coverage through your spouse’s employer.

PAYING FOR COVERAGE

If you elect continued medical, dental and vision coverage, the premium you will pay is the full premium, plus a 2% administration fee. The premiums you pay may change on an annual basis. The Company will notify you in writing of any changes to the Plan or premiums.

YOUR NEXT STEP

Samuel’s COBRA administrator is Benefit Resource. Within the month following your termination of employment, Benefit Resource will mail to your home forms and notification information you will need to continue medical, dental and vision coverage. Complete the “COBRA Continuation Coverage Election Form” Benefit Resource sends to you and return it to the address provided on the form. You may contact Benefit Resource at (866) 996-5200.

You have 60 days from your termination of employment date or notification date (whichever is later) to elect COBRA. If you do not return the required form to Benefit Resource within this time frame, you will not be eligible to continue coverage under COBRA.

You have a maximum of 45 days from your date of election to pay the initial premium. If you elect COBRA continuation, your coverage is retroactive to your termination of employment date. Coverage is not reinstated until both your election form and premiums are received.

FLEXIBLE SPENDING ACCOUNTS (FSAs)

HEALTH CARE FLEXIBLE SPENDING

If you have a Health Care FSA, and you have a balance available in your account for reimbursement, you may have the right under the Consolidated Omnibus Budget Reconciliation Act (COBRA) to continue making contributions on an after-tax basis through the end of the year.

YOUR NEXT STEP

Please submit claims for expenses incurred through your termination date. Claims can be submitted by logging in to Benefit Resource's website, benefitresource.com. **You will have the remainder of the plan year, and run out, which ends March 31st of the following year, to submit claims, but only for expenses incurred while you were employed.**

Any claims that you incur after your employment termination date are not eligible for reimbursement unless you continue coverage through COBRA. If you are eligible to continue your participation in the FSA, Benefit Resource will mail a COBRA election form and notification information to your home. **Complete the "COBRA Continuation Election Form" Benefit Resource sends to you and return it to the address provided on the form. You may contact Benefit Resource at (866) 996-5200 for more information on COBRA.**

You have 60 days from your termination of employment date or notification date (whichever is later) to elect COBRA. If you do not return the required form to Benefit Resource within this time frame, you will not be eligible to continue coverage under COBRA, and you will forfeit any remaining funds in your FSA.

You have a maximum of 45 days from your date of election to pay the initial premium. If you elect COBRA continuation, your coverage will be retroactive to the date of termination of employment. Coverage is not reinstated until both your election form and premiums are received.

DEPENDENT CARE FSA

If you have a Dependent Care Flexible Spending Account, your account is suspended as of your termination of employment date. You may submit claims for expenses incurred through your termination of employment date, but any claims you incur after your termination of employment date are ineligible. **You will have the remainder of the plan year and run out, which ends March 31st of the following year, to submit claims, but only for expenses incurred while you were employed.** Any remaining funds in your DCFSA will be forfeited.

YOUR NEXT STEP

Please submit claims for expenses incurred through your termination date. Claims can be submitted by logging in to Benefit Resource's website benefitresource.com. **You must submit your claims by the end of the plan year and run out, which is March 31st of the following year.**

HEALTH SAVINGS ACCOUNT (HSA)

If you are currently contributing to your HSA, your contributions will end with your last paycheck. Your HSA balance is yours to take with you when you separate from employment.

You may keep your balance with Optum Bank and continue to use the money for eligible expenses or roll over your balance to another HSA administrator. Optum Bank may assess a monthly fee for accounts with low balances. Please contact Optum Bank at **(866) 234-8913** to speak with an HSA Service Specialist who can answer your HSA questions.

METLIFE TAKEALONG DENTAL

If you would like to continue your dental insurance only, with our lifelong, portable dental plan, you can continue to enjoy nationwide network access and the same great dental benefits that you know and trust.

For questions or more information, you can visit [metlifetakealongdental.com](https://www.metlifetakealongdental.com), or you can call **1 (844) 263-8336**. The referral code is **RMTADMW**.





LIFE INSURANCE

BASIC LIFE, VOLUNTARY LIFE AND DEPENDENT LIFE INSURANCE

Basic Life, Voluntary Life and Dependent Life insurance ends on the last day of your employment.

PORTABILITY

You may take advantage of the “portability” feature without evidence of insurability. The amount of insurance available for “porting” may not exceed the amount in force or the amount approved by the insurance company on your termination date. Portability is less expensive than conversion but is only available up to the age of 65 for employees and 65 for spouses. Children terminate at age 26. Exclusions may apply for portability; contact Lincoln for more information.

CONVERSION

You may convert your Life Policy without evidence of insurability. The amount of insurance available for conversion may not exceed the amount in force or the amount approved by the insurance company on your termination date.

i YOUR NEXT STEP

If you are interested in portability or conversion, please contact Lincoln Financial Group directly at **(800) 423-2765**. You will have **31 days** to initiate the process, but you will also receive a letter with your options from Lincoln Financial Group.

DISABILITY INSURANCE

Short-Term Disability (STD) and Long-Term Disability (LTD) insurance ends on your termination of employment. If you are on STD/LTD when separated from employment, Lincoln Financial Group will continue to manage your claim.

VOLUNTARY BENEFITS

If you are enrolled in supplemental insurance through Lincoln Financial Group, such as Critical Illness, Hospital Indemnity, or Personal Accident Insurance, you may be eligible to continue your coverage.

If you have questions regarding continuing coverage, contact Lincoln Financial Group at (800) 423-2765.

OTHER PROGRAMS (EMPLOYEE ASSISTANCE PROGRAM)

EMPLOYEE ASSISTANCE PROGRAM (EAP)

You and your family may continue to utilize the services of the EAP for 90 Days after your termination date. Contact ComPsych at (866) 365-0893. Online resources are available at [guidanceresources.com](https://www.guidanceresources.com). (Web ID: SamuelEAP).



SAMUEL, SON & CO., INC. 401(K) PLAN

CONTRIBUTIONS

All contributions (including Company matching contributions, employee before-tax, Roth, catch-up, Roth catch-up and after-tax contributions) to the Samuel, Son & Co., Inc. 401(k) Plan stop as of your last paycheck of eligible earnings.

Please contact Mercer Wise to obtain additional information regarding your Samuel, Son & Co., Inc. 401(k) Plan. A copy of the Summary Plan Description can be obtained by contacting the US Benefits Department at benefits.usa@samuel.com or by visiting samuelbenefits.com/en/tools-resources.

OUTSTANDING LOAN

If you have a plan loan, terminated participants can now set up repayments to avoid defaulting on the loan. If you would like to inquire about setting up loan payments after termination, you can contact **(833) 637-2379**.

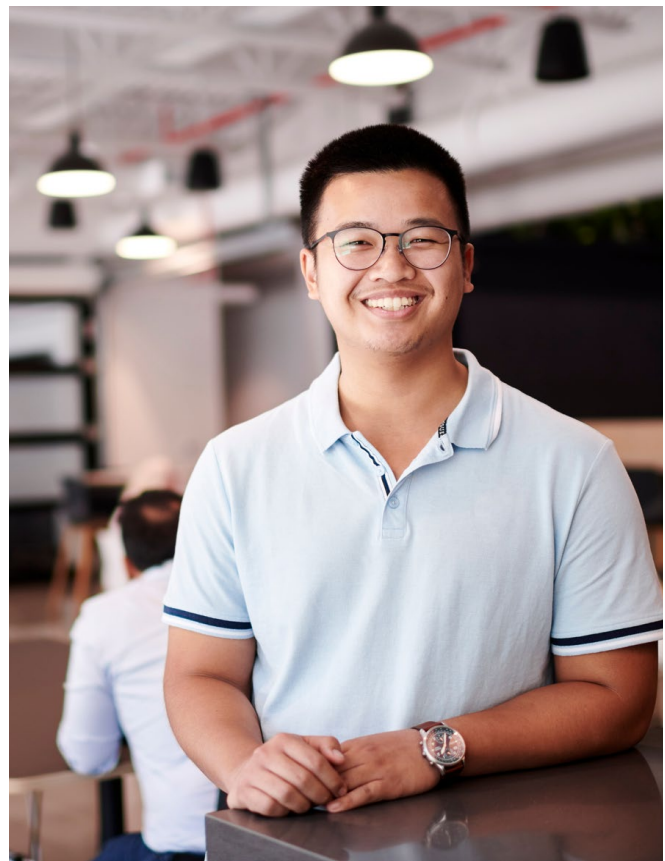
If you do not set up payments and choose not to pay off your loan, the outstanding balance will be considered a taxable distribution and reported to the Internal Revenue Service (IRS). It is subject to ordinary income tax and any applicable tax penalties imposed by the Internal Revenue Code.

For example, if you have an outstanding loan and you elect a total cash distribution of your account balance, the amount of taxable income reported to the IRS will equal the amount distributed to you plus the outstanding loan balance.

If you elect to defer receipt of your account or if you elect to roll over your account to an individual retirement account, the amount of taxable income reported to the IRS will be equal to the amount of the outstanding loan.

i YOUR NEXT STEP

If you have a loan under the Samuel, Son & Co., Inc. 401(k) Plan, you decide whether you want to repay the outstanding balance or set up repayments to avoid a taxable event. Contact Mercer Wise at **(833) 637-2379** to confirm your payoff amount and discuss your options.



CONTACT INFORMATION

If you have any questions about your benefits, you can email Samuel Benefits (USA) at benefits.usa@samuel.com. Also, please ensure that we have your most up-to-date personal email on file in Connect. This will help us stay in touch with you post-departure if necessary.

BENEFIT	PHONE	WEBSITE
Benefit Resource – COBRA	(866) 996-5200	cobra.benefitresource.com
Benefit Resource – Flexible Spending Accounts (FSAs)	(800) 473-9595	benefitresource.com
ComPsych – Employee Assistance Program (EAP)	(866) 365-0893	guidanceresources.com
EyeMed – Vision	(866) 800-5457	eyemed.com
Lincoln Financial Group	(800) 527-6803	lincolnfinancial.com
Optum – Health Savings Account (HSA)	(800) 791-9361	optumbank.com
Mercer Wise – 401k Plan	(833) 637-2379	mercerwise.com
MetLife – Dental	(800) 942-0854	mybenefits.metlife.com
United Healthcare – Medical	(855) 272-7976	myuhc.com




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