



ATC Guide to Retirement 2022

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In this guide, we use the term Company to refer to ATC Management Inc. This guide is intended to describe the eligibility requirements, enrollment procedures and coverage effective dates for the benefits offered by the Company. It is not a legal plan document and does not imply a guarantee of employment or a continuation of benefits. While this guide is a tool to answer most of your questions, full details of the plans are contained in the Summary Plan Descriptions (SPDs), which govern each plan's operation. Whenever an interpretation of a plan benefit is necessary, the actual plan documents will be used.

Thank you for your service

Congratulations on your upcoming retirement. I'd like to thank you for your service to ATC. Your hard work and dedication have helped make us the company we are today. We're here to make this next step in your life an easy transition for you, beginning with this comprehensive guide to the retirement process. Thank you again for your service, and best wishes for a happy and fulfilling retirement!

Mike Rowe

Chairman, President and Chief Executive Officer



As our ATC colleagues get ready for the next chapters in their lives, our core values still apply as we guide them through the retirement process and wish them well. We care about their journeys and will communicate with them every step of the way, beginning with this comprehensive guide to retirement.

You're ready to retire, now what?

Confirm your eligibility

You are eligible for ATC Retiree benefits if: You have attained age 55 **and** you have completed 10 or more years of service before retiring with ATC. ATC Retiree benefits include medical, dental, vision, retiree life insurance, vacation payout and STI payout.

If you do not meet the eligibility for ATC retiree benefits, but you are taking the leap into retirement, much of the information in this guide may be helpful to you as you plan for your retirement. Please be sure to review the [**"Understanding your benefits when employment ends"**](#) benefit summary to understand what will happen with your elected benefits.

Key retirement age milestones

Age 55: 401(k) Plan – If you no longer work for ATC, and terminated employment at age 55 or later, you can take a distribution as early as age 55 without incurring the 10% federal penalty tax.

Age 59 1/2: 401(k) Plan – If you are working, once you reach age 59 1/2, you can withdraw from your 401(k) without paying the 10% federal penalty tax, although your distribution will be considered taxable income.

Age 62: Social Security benefits – The earliest age at which you can begin receiving your Social Security retirement benefits is 62. You can apply for your benefits three months before you turn 62 if you want your payments to start at that age. If you work and are full retirement age or older, you can earn as much as you want and your benefits will not be reduced. However, if you opt to work while receiving Social Security before your full retirement age, you will only be able to receive a certain level of income before your Social Security benefit is temporarily reduced. The Social Security earnings limit is set each year by the IRS for someone age 65 or younger.

Age 65: Medicare benefits – You are eligible to sign up for Medicare at age 65. Medicare enrollment begins three months before your 65th birthday and continues for seven months. If you are currently receiving Social Security benefits, you don't need to do anything. You will be automatically enrolled in Medicare Parts A and B effective the month you turn 65.

Employees with group health policies through their employer generally do not have to sign up for Medicare at age 65. You can keep your employer coverage until you retire. Following retirement, you will have eight months to sign up for Medicare without facing any penalties for late enrollment. Please see the Health Savings Account section on page 8 for more information about how Medicare benefits affect HSA contributions.

Age 72: You must take Required Minimum Distributions, or withdrawals, from certain retirement accounts after you reach age 72.

What are Required Minimum Distributions (RMD)?

RMDs are amounts that U.S. tax law requires individuals to withdraw annually from traditional IRAs and employer-sponsored retirement plans. Fidelity manages this process for the 401(k) Plan, and ATC manages the process for the Individual Account Pension Plan. The pension plan offers several options, including a "Single Life or Qualified Joint & Survivor Annuity" option. Contact your financial advisor or Fidelity to learn more about your options.

Age to receive full Social Security benefits

Year of birth*	Full retirement age
1937 or earlier	65
1938	65 and 2 months
1939	65 and 4 months
1940	65 and 6 months
1941	65 and 8 months
1942	65 and 10 months
1943-1954	66

Year of birth*	Full retirement age
1955	66 and 2 months
1956	66 and 4 months
1957	66 and 6 months
1958	66 and 8 months
1959	66 and 10 months
1960 and later	67

**If you were born on Jan. 1 of any year, you should refer to the previous year. If you were born on the first of the month, your benefit is figured (and your full retirement age) as if your birthday was in the previous month.*

Submit your Intent to Retire form

Employees considering retirement should complete and submit the [Notification of Intent to Retire](#) form to their manager. The manager will sign the form and submit it to human resources. At that time, a Total Rewards team member will call you to arrange a meeting to discuss the specifics of your benefit coverage.

The [Notification of Intent to Retire](#) form is available on the [Total Rewards site](#) on SharePoint, under [Post Retirement Benefits](#).

Medical, Dental and Vision Insurance

Active Medical, Dental and Vision Insurance remain in place until the last day of the month in which you retire.

About Pre-65 benefits:

- ❑ Pre-65 plans mirror those offered to active ATC employees, with the exception of Life Insurance.
- ❑ The premiums shown in the reference document [Retiree 2022 Medical, Dental and Vision Rates](#) on the Total Rewards [Post Retirement Benefits](#) SharePoint site are the monthly rates without a subsidy applied. Retiree subsidy calculations, if applicable, are completed when a [Notification of Intent to Retire](#) form is turned in.
- ❑ The election for retiree coverage is irrevocable. If you choose not to enroll in ATC's Retiree Healthcare Plans at the time of retirement, or if you drop your coverage at any time in the future, these benefits will no longer be available.
- ❑ Premium costs are calculated each year. Premiums are paid to ATC on a quarterly basis via electronic funds transfer from your personal bank account.

At age 65, retirees and/or spouses will have the option to continue coverage under a UHC Medicare Advantage plan. Information will be mailed to your home three months in advance of your 65th birthday.

About Post-65 benefits:

- ❑ The Post-65 plan is a Medicare Advantage PPO Plan through [UnitedHealthcare](#).
- ❑ Premiums are paid to UHC on a monthly basis from your personal bank account.
- ❑ Retiree subsidy calculations, if applicable, are completed when a “Notification of Intent to Retire” form is turned in. The premium cost for the Medicare Advantage PPO Plan before the subsidy applied is \$182.28.
- ❑ HSA dollars can be used to pay premiums for the Medicare Advantage Plan with UHC.
- ❑ To learn more about the Medicare Advantage PPO plan available for Post-65 coverage, review the [“UHC 2022 Summary of Benefits”](#), [“Evidence of Coverage - 2022”](#) and [Annual Notice of Changes](#) under the “Guide” section of the [Total Rewards site](#) on SharePoint, under [Post Retirement Benefits](#).
- ❑ Medicare Advantage Plans, also known as Medicare Part C, have all the benefits of Medicare Part A (hospital) and Medicare Part B (doctor and outpatient care), plus extra programs that go beyond Original Medicare (Parts A and B).
- ❑ The Medicare Advantage PPO Plan includes Medicare Part D (prescription drugs).
- ❑ The election for retiree coverage is irrevocable. If you choose not to enroll in ATC’s Retiree Healthcare plans at the time of retirement, or if you drop your coverage at any time in the future, these benefits will no longer be available.
- ❑ The Medicare Advantage PPO Plan includes coverage for dental and vision services.

The UHC Call Center number for the Retiree Medical Plan is:
(877) 714-0178, TYY711
Available 8 a.m. - 8 p.m. local time, 7 days a week

Who qualifies for a subsidy?

HIRED	PRIOR UTILITY SERVICE	GRANDFATHERED STATUS
Employees who have met the eligibility requirements and were hired prior to Jan. 1, 2010.	Employees who joined ATC from a founding utility: <ul style="list-style-type: none"> Alliant Energy Madison Gas and Electric We Energies WPPI Energy Wisconsin Public Service Corp. and immediately began employment with ATC between Jan. 1, 2001, and June 30, 2001, will have service at the founding utility and ATC included in the subsidy calculation. The maximum number of years for the calculation is 30.	Employees who attained age 55 and 10 years of service as of July 1, 2010, are considered “Grandfathered” and receive a greater subsidy. Employees hired before Jan. 1, 2010, who reach age 55 and 10 years of service are eligible for the subsidy on a different scale.

Spouse and dependent eligibility

The spouse and dependents of eligible former employees are also eligible to participate in the ATC Retiree Plans as follows:

- ❑ The retiree must participate in the plan in order for the spouse and dependents to be eligible
- ❑ The spouse who is eligible to participate in the plan is the spouse who was married to the eligible former employee at the time the eligible former employee retired from ATC. If the spouse and eligible former employee divorce or obtain a legal separation after the former employee has retired from ATC, the spouse's coverage under the plan will end as of the date of divorce or legal separation.
- ❑ In the event a former employee dies while covered under the plan, the spouse and dependent of such a deceased employee are eligible to continue retiree coverage under the plan, through the month-end of the former employee's date of death.

Health Care Advocacy Program

Health care can be a difficult and costly journey that no one should have to navigate alone. That's why ATC offers a one-stop service for health care assistance for those enrolled in the Pre-65 plan through [MyQHealth](#). Your MyQHealth Care Coordinators are nurses, clinicians and benefits specialists who will take time to get to know your and your family's unique health and wellness needs. From medical claims to check-ups to treatment plans, they are here to help. You can speak directly with a care coordinator by calling **(877) 498-4471**.

Pharmacy Advocacy Program

Tria Health provides support to help you manage your medications and health care by making sure your medications are working as intended, minimizing side effects and identifying opportunities to help you save on medications. The program is especially beneficial for employees and dependents who take multiple medications and/or have conditions such as diabetes, heart disease, high cholesterol, asthma/COPD or osteoporosis. Tria is offered at no cost to you through the ATC Medical Plan. To sign up, visit triahealth.com.

Retiree Life Insurance

As a retiree of ATC, if you are enrolled in the Pre- or Post-65 Medical Plan, you are automatically covered by a \$10,000 Life Insurance policy. Both the Group Term Life Insurance, and the Supplemental Life Insurance plans offer a conversion option. A Group Life Conversion application will be provided with your retirement letter.

If you ever need to change your beneficiary designation for this coverage, please contact human resources at ATCBenefits@atcllc.com.

If you are not enrolled in an ATC Medical Insurance offering, you may want to reach out to your insurance agent for life insurance options that fit you and your family's needs.



Employee Assistance Program

As a retiree of ATC, you have access to our Employee Assistance Program through LifeMatters. Anyone living in your household – even if they are not a family member – can use the services offered. We care about your mental, emotional and physical wellbeing and want to provide you with resources for day-to-day issues.

Services include:

- Will preparation and legal dispute resolution
- Adoption and child/elder care
- Depression, anxiety, drug abuse resources
- Identity theft protection
- Home repair, wellness, pet sitting
- Financial consultation
- Physical health assessments

LifeMatters also offers a robust site with additional information you may find helpful. Visit the [LifeMatters](#) website and use the password ATC1. You can also call LifeMatters at **(800) 634-6433**.

Health Savings Account

Your Health Savings Account is your personal banking account. This is an individual account and you are already responsible for administration fees associated with it. For information on fees and the plan options, visit hsabank.com or call **(800) 357-6246**. HSA dollars can be used for any future medical payments, long-term care insurance, or for any healthcare coverage for those over age 65 including Medicare (except Medicare supplemental coverage).

Participants who retire from ATC will be responsible for paying the monthly account fee to maintain their account with HSA Bank.

At age 65, HSA funds can be used to pay for:

- Medicare Part A (when applicable)
- Medicare Part D (Prescription Drug Coverage)
- Medicare Part B (individuals may reimburse themselves for premiums deducted from Social Security)
- Qualified long-term care insurance (individuals may reimburse themselves for premiums up to federal tax-deductible limits, which increase with age)
- Medicare Part C (Medicare Advantage) – This is the plan ATC offers to Post-65 Retirees

If you are enrolled in Medicare, you cannot make contributions to your HSA. Additionally, when you retire, if you are eligible to enroll in Medicare, a six month look-back for enrollment will occur and if you made contributions to your HSA during that time, the contributions will be considered taxable. You have the option to take an excess distribution, plus related interest, out of your HSA before the end of the tax year in which the excess was made to avoid penalties. For more information, contact your tax representative.

Delaying your Medicare enrollment

Medicare becomes effective at age 65, or if you delay enrollment and are age 65 1/2 or older, Medicare will become effective six months prior to your enrollment date in Medicare. You can delay your enrollment in Medicare until you retire because the ATC Medical Plans meet the qualification to be considered a “credible plan,” which means no penalty can be assessed if you wait until retirement to enroll.

Limited Purpose Flexible Spending Account

If you are enrolled in the Limited Purpose Flexible Spending Account, claims may be submitted for expenses that were incurred during the portion of the plan year for which payments to the LPFSA have already been made. Thereafter, the benefits under this plan shall be applied and administered consistent with your rights under COBRA continuation of coverage.

401(k) and Individual Account Pension Plan

When you've decided to retire, contact **Fidelity** and they will send you a retirement package via your preferred method of communication on file (email or mail).

- For information regarding your 401(k) and Individual Account Pension Plan, or to meet with a consultant, contact Fidelity at **(800) 835-5097**.

The Pension Plan also has joint and survivor options available designed to protect you and your spouse, if applicable. This provides a benefit until both parties pass away. As a result of this benefit, it is necessary to obtain your spouses, notarized signature to commence this benefit.

Beneficiary designations for your 401(k) are made directly with Fidelity through your online account. However, the pension plan beneficiary designations continue to be maintained in your personnel file at ATC. Should you need to make a change to your designation for the Pension Plan, please contact human resources at **ATCBenefits@atcllc.com**.

Did you know?

Fidelity offers free educational webcasts on their Webcast Hub. Topics include Preparing for Retirement, Managing Life and Saving and Investing. The webcasts are updated several times throughout the year, so save this link to your favorites and check back from time to time:

communications.fidelity.com/tem/WI/webcast/hub

Participants who retire from ATC will incur the same fixed administration fee as all other participants in the plan who are actively working. Retirees will also be charged a distribution fee if dollars are moved out of their ATC retirement plans.

Voluntary Insurance

Voya Accident, Hospital, Indemnity and Critical Illness plans are portable through Reliastar Life Insurance for those under age 70. Reliastar will provide you with information regarding your coverage(s) and the options available to you. For more information, contact Reliastar at **(877) 236-7564**. This offering includes access to Voya's Wellness Benefit, which provides an annual benefit if you complete a health screening test, whether or not you had any out-of-pocket costs. For more information, call Voya customer service at **(877) 236-7564**.



Auto & Home Insurance

At retirement, your Farmers Auto & Home Insurance plans can be converted at the same discounted group rate of 15%. Farmers will mail you a letter and reach out by phone to provide information about your coverage and payment options. For more information call **(800) 438-6388** or visit myautohome.farmers.com

Legal Services

At retirement, if you wish to continue your legal plan benefit, MetLife offers you the opportunity to continue on as a legal plan member for 12 months through a portable pre-paid plan. For more information, call the Client Service Center at **(800) 821-6400**. For plan details, visit [MetLife Legal](#), access code is: 8211064.

Final pay and Short-Term Incentive Plan

Your final paycheck will be paid via direct deposit. If you would like a copy of your final pay voucher, please contact human resources at ATCBenefits@atcllc.com.

If you retire on or prior to the March Short-Term Incentive Plan payout, you will receive your payout based on your goal attainment for the prior year. If you retire after the March Short-Term Incentive Plan payout, you will receive a pro-rated incentive payout (if goals were met), based upon the number of days you worked in the current year Short-Term Incentive Plan period. The incentive will be paid in March of the following year.



ATC Matching Gifts Program

The ATC Matching Gifts Program encourages charitable giving by retirees (up to one year after retirement) who support education, non-profit and community-based organizations. Your financial contributions are matched dollar-for-dollar to an eligible institution, organization, fund or association, which increases the value of your gift.

Vacation

At retirement, you will receive a payment for your unused vacation for the current year on your final paycheck. One option you may want to consider is putting this money into your HSA (if you are eligible) as an “after-tax” deduction and then you can reconcile it on your taxes at year-end to receive the pre-tax credit.

The Retiree Experience

ATC wants to make sure that employees nearing retirement have the information they need to determine when and how they want to make their next step. Employees are invited to attend “The Retiree Experience” – a daylong information session that includes presentations on Medicare, financial planning, the emotional aspects of transitioning to retirement and much more. Visit the [Post-Retirement Benefits SharePoint page](#) to view past presentations.

Retiree newsletter

Each quarter, ATC keeps retirees connected to company news and important benefit updates with an email newsletter called Wired. Retirees can also keep up-to-date on company news by subscribing to our blog and following us on social media. We’re on Twitter, LinkedIn and YouTube. Watch Wired for opportunities to stay involved in the community.



Before-you-go checklist items

90 days to one year before retirement:

- ❑ Submit your Intent to Retire form (provide up to one year of notice if possible, the sooner the better).

Three months prior to retirement:

- ❑ Decide on your medical coverage. It's recommended you make this decision three months in advance. Remember, the election for retiree coverage is irrevocable.
- ❑ Decide how to handle your 401(k) and Pension Plan retirement savings accounts for distributions.

30 days before retirement:

- ❑ Review and update your beneficiaries in Workday.
- ❑ Review and make any necessary changes to your HSA deductions and 401(k) deferrals.
- ❑ Contact Katie Robinson at ktrobinson@atcllc.com to have your balance reimbursed if you do not plan to use your Conduit dollars prior to leaving. You may want to stop the contribution in Workday as well if you don't want it deducted from your last paycheck.
- ❑ If you have outstanding employee expenses, remember to submit a final expense report for reimbursement on or prior to your last paycheck.

Last week:

- ❑ Make sure your direct deposit information is up-to-date.
- ❑ Be sure to keep ATC human resources informed of address changes so that you will continue to receive future correspondence from us in a timely manner.

Last day:

- ❑ On your last day, return any ATC property assigned to you, such as keys, credit card, cell phone or pager, AV equipment, laptop computer or library materials, to your manager.
- ❑ Celebrate! Thank you for your service to ATC and best wishes for a healthy and happy retirement.



Stay connected

BENEFIT	VENDOR CONTACT INFORMATION	
MEMBER HEALTH CARE COORDINATORS Eligibility and benefits Medical claims Request ID card Find an in-network provider Discuss treatment plan Manage on-going care Treatment authorization	MyQHealth: (877) 498-4471 atcmqhealth.com	
MEDICAL INSURANCE	umr.com the-alliance.org	
NURSELINE	NurseLine (UMR): (877) 950-5083	
PRESCRIPTIONS	Optum Rx: (800) 788-4863 optumrx.com	Optum Rx specialty: (855) 427-4682 briovarx.com
PHARMACY ADVOCACY PROGRAM	Tria Health: (888) 799-8742 www.triahealth.com/enroll	
TELADOC & SECOND OPINION SERVICE	Teladoc: (800) 835-2362 teladoc.com	
ACCIDENT INSURANCE HOSPITAL INDEMNITY INSURANCE CRITICAL ILLNESS INSURANCE	Voya customer service: (877) 236-7564 Claims center: claimscenter.voya.com	
HEALTH SAVINGS ACCOUNT LIMITED PURPOSE FLEXIBLE SPENDING ACCOUNT DEPENDENT CARE FLEXIBLE SPENDING ACCOUNT	HSA Bank: (800) 357-6246 hsabank.com	
VISION INSURANCE	myuhc.com	
DENTAL INSURANCE	Delta Dental of Wisconsin: (800) 236-3712 deltadentalwi.com	
401(K) & PENSION PLANS	Fidelity Investments: (800) 835-5097 netbenefits.com	
AUTO & HOME INSURANCE	Farmers: (800) 438-6381 myautohome.farmers.com	
LEGAL COVERAGE	(800) 821-6400 info.legalplans.com	
EMPLOYEE ASSISTANCE PROGRAM	LifeMatters (Empathia): (800) 634-6433 mylifematters.com password: ATC1	
HEARING HEALTH CARE (DISCOUNT)	UnitedHealthCare Hearing: (855) 523-9355, TTY 711 uhchearing.com	Amplifon Hearing Health Service: (877) 846-7074 amplifonusa.com
To contact the Total Rewards team:	ATCBenefits@atcllc.com	

Additional resources

AARP: aarp.org

Medicare: Medicare.gov

Medicare Made Clear: medicaremadedeclear.com

Next Avenue: nextavenue.org

Social Security Administration: ssa.gov

[Fidelity Webcast Hub](#)

For more information on our benefits,
visit the [Total Rewards site](#) on SharePoint.



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