

Here's What You Need to Know For Your Retirement



Congratulations on your upcoming retirement! We thank you for your service and wish you all the best as you look forward to this new chapter in your life. The information below will help you prepare for your retirement. Feel free to contact to Employee Services at 1-888-483-2123 if you have any questions.

RETIREMENT MUST DOS

Step 1. Notify Your Supervisor/Manager:

It is your responsibility to notify your Supervisor/Manager of your intent to retire. You must plan with your Supervisor/Manager on how best to return company property and security ID.

Step 2. Request a Retirement Kit:

Contact the Pension Services Center (ALIGHT) by phone or online to request a Retirement Kit. You **MUST** request this kit **45 - 180 days** ahead of your retirement date. Please plan for **180 days** in advance if you have a **QDRO**.

☎ 1-855-464-2367

🌐 <https://PensionServices.NationalGrid.com>

Step 3. Follow the Steps below to Initiate Your Request through MyHub:

Step 1	Step 2	Step 3	Step 4	Step 5
👤 My Profile	👤 Action	👤 Terminate	Enter Termination Date	Termination Reason "Retirement"

*Example: If the retirement date is 11/1, the termination date would be 10/31.

If you **DO NOT have access to MyHub your manager can initiate your retirement on your behalf.

🌐 <https://gridhome.nationalgrid.com/>

Step 4. Complete and Return your Pension Election Forms:

Complete your Alight Pension Choices forms online or mail them to begin your pension payment. Review deadline information included in your Pension Choices forms.

☎ 1-855-464-2367

🌐 <https://PensionServices.NationalGrid.com>

THINGS TO LOOK OUT FOR

- 👤 An email will be sent to you and your Supervisor/Manager with information on initiating your retirement from National Grid.
- 👤 Once your retirement is initiated/approved by your Supervisor/Manager in MyHub, you will receive your Retiree Benefit Packet from Employee Services within 10 to 12 business days.
- 👤 Alight will provide a separate packet electronically or by mail regarding your Pension Choices.
- 👤 Expect your vacation payout within 4 – 8 weeks post-Retirement.
- 👤 If you are eligible, retiree health plan information may be found at <https://www.ngbenefitslivebrighter.com/public/welcome>.

Follow the steps to view your benefit information:

Step 1	Step 2	Step 3
Select your group under the "digital benefits guide"	👤 Top right-hand corner under "Menu" <i>Tip: The menu looks like (☰)</i>	👤 Retiring Soon

*If you do not see your group under the digital benefits guide, please contact the Benefit Services Center at 1-888-483-2123 with any questions.

ADDITIONAL BENEFIT CARRIER CONTACT INFORMATION

NATIONAL GRID EMPLOYEE SERVICES:

Contact with any questions on the retirement process.

☎ 1-888-483-2123

WORK/LIFE ASSISTANCE PROGRAM

Access free, confidential counseling or assistance.

Company Code: NATIONAL GRID

☎ 1-800-833-8707 🌐 <https://ccainc.com/>

HEALTHEQUITY

(Health Savings Account (HSA), Health Care, Dependent Care, Flexible Spending Accounts, and/or Transit Benefit)

If you have participated in any of the benefits above, contact HealthEquity with any questions.

☎ 1-866-346-5800

🌐 my.healthequity.com

METLIFE (Optional and Dependent Life Insurance)

Convert optional and dependent life insurance to individual policy, if desired. You must do this within 31 days of your retirement from the company. Contact MetLife with any questions.

☎ 1-866-492-6983

🌐 <https://mybenefits.metlife.com>

VANGUARD (Incentive Thrift Plan)

You will also receive information directly from Vanguard following your retirement from the company. Contact to learn more about your retirement plan savings options.

☎ 1-800-523-1188

🌐 www.vanguard.com

COMPUTERSHARE (Employee Stock Purchase Plan, "ESPP")

If you participated in ESPP, your American Depository Shares (ADS) must be removed from your account within 90 days.

Contact Computershare with any questions.

☎ 1-866-418-5145

🌐 <https://www-us.computershare.com/Employee>

CHANGED YOUR MIND? HERE IS WHAT YOU DO

- Suppose your plans change and you want to revoke your retirement request. You may withdraw your retirement by completing a revocation form located on the last page of your Retiree Benefit Packet that you received from Employee Services.
- **Please be aware that your retirement will be processed if Employee Services does not receive a completed revocation form as soon as possible but no later than 4:00 PM on the last business day before your retirement date.**
- You must also notify your direct Supervisor/Manager and the Pension Services Center at 1-855-464-2367 of any changes to your planned retirement date.
- Should you have any questions on revocation, please get in touch with Employee Services at 1-888-483-2123.
- The form may be emailed to employee.services@nationalgrid.com or faxed to 315-401-7906.