



The Path to Your Retirement ...

To help you prepare for the months leading up to retirement

This guide will provide you with important information to consider in the months leading up to your retirement. Your FedEx benefits as well as a variety of other components are vital to your retirement planning and preparation. This guide is maintained on **FedEx One** (keyword: Benefits).

Applicable for employees of the following operating companies: FedEx Office and Print Services, Inc. and FedEx Office Commercial Press, Inc.

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Approximately 12–18 Months Before Retirement

Review your total projected household income in retirement to determine the income you will have available. Then, prepare a post-retirement budget to determine if you will have a gap. Developing a budget will help you determine any necessary post-retirement spending adjustments, especially as you consider financial issues such as health care costs and long-term care insurance.

Estimate your health care and other extraordinary costs after retirement which may impact your decision to retire on a specific date. You should expect the monthly cost of any health coverage after retirement to be significantly greater than the monthly cost of your health coverage as an active employee. A web search is one way you can get online quotes for personal health coverage from various health insurance providers.

Review sources of income to determine what might be available to your spouse/beneficiary if you die first in retirement, taking into account any life insurance benefits you may have in effect. Another consideration is whether your spouse will have his or her own personal retirement benefits.

Review your beneficiary designations periodically and update as needed. Keep in mind benefits at FedEx such as your 401(k) Plan or any company-provided life insurance as well as policies or other benefits you may have outside of FedEx.

Review your Retirement Savings Plan – 401(k) investment fund selections at least annually to determine if you should either rebalance or reallocate your portfolio. These strategies will help you manage risks through a personal asset mix of stocks, bonds and/or short-term reserves. Additionally, as you approach retirement, you may want to protect your assets from the volatility of stocks. You can find investment related information at vanguard.com/retirementplans or call Vanguard at 1.800.523.1188, if you have questions.

Take advantage of Catch-up contributions in the 401(k) Plan, if you are eligible, beginning as early as the calendar year you reach age 50.



Consider how you will handle financial emergencies during retirement. Make an effort now to eliminate debt and pay off obligations for large purchases. Also, consider such things as replacing major appliances, heating and air conditioning systems and any other home and auto related items.

Develop good health habits now. Research shows that many diseases can be avoided through proper diet and exercise. Make healthy food choices and find an activity that you enjoy and make it a habit.

Approximately 9–12 Months Before Retirement

Consider your need for individual disability or life insurance coverage, since any company-provided disability and life insurance benefits will end when your employment with FedEx Office ends. You may be eligible to convert or port your basic, supplemental or dependent life insurance. This policy will not contain a disability or accidental death benefit provision and you will not be subject to proof of good health (Evidence of Insurability).

Consider your need for long-term care insurance, especially since Medicare does not cover long-term care. Basic information on long-term care insurance is available from the U.S. Department of Health and Human Services at: www.longtermcare.gov.

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Gather and inventory your important papers such as birth certificates, marriage certificate, copy of your will, insurance policies, Social Security card, tax data, deeds, titles, beneficiary forms, statements from investments and retirement plans. Let your family members and beneficiaries know where to access these critical documents (e.g., home safe, bank safe deposit box, other offsite location). Note: The court needs your original will for probate. Generally, the best place to store the original will is with the lawyer who prepared it (if you have one).

Review your estate planning. Before you pass over this subject as too hard or because you think a will may have you completely covered, think again. Your estate consists of all types of assets, including your home, checking and savings accounts, stock, retirement accounts, collectibles, property, personal belongings, cars, etc. So, estate planning really is for everyone — not just financial moguls. A comprehensive estate plan will take care of what happens to your assets upon your death as well as if you become incapacitated.

Here are a few things to keep in mind about a will: If you have minor children, you need a will to document their guardianship. Generally, a will only controls assets that are titled in your name and it won't apply to 'contract-controlled' assets such as life insurance or your 401(k) Plan benefits; other assets in your will must go through probate upon your death. Probate is a legal (public) court process that can be expensive and lengthy (possibly taking up to two years) for your family and heirs.

How do you get started on estate planning? It's usually best to select a trained professional to guide you. Some of the questions to be addressed are: How much do you own? How should your assets be divided upon your death? Who can manage your financial and medical decisions if you are unable to do so? Do you presently have minor or dependent children?

There are various estate planning methods you should discuss with a professional once you've thought about your objectives. For your financial assets, you may want to consider a will, a pour-over will, durable power of attorney and/or a living trust. For your health and medical decisions, consider a living will or an advance directive for health care. The professional can explain all available options to you, as well as specific tax laws and probate laws in your state. With their expertise, an estate plan can be established that will best accomplish your personal objectives.

While it will cost you some on the front end to have the appropriate documents prepared, you'll most likely save your family and heirs an expensive and lengthy court process upon your death. And, peace of mind . . . is priceless.

Consider how large purchases will be financed during retirement, such as a car, appliances, home maintenance or renovations, etc.

If you plan to move to another area, have you adequately researched the new location? Consider things such as: the cost of living, health care facilities and cultural opportunities.

The area's local Chamber of Commerce can be a great resource. And, before you make a move, consider an extended stay in the area to determine if it's right for you and your family.

Approximately 6–9 Months Before Retirement

Take advantage of pre-retirement education materials

that address topics such as life style changes, developing a hobby, staying healthy and volunteer opportunities. Cigna Behavioral Health at www.cignabehavioral.com, employer ID: **fedexoffice**, is one such website with helpful information.

If you will be eligible for Medicare (usually age 65) at retirement, you should apply for Part B of Medicare when the employer-sponsored insurance coverage ends. Only Part A is automatic. Notify the Social Security Administration when you reach age 65 by contacting your local Social Security office; call 1.800.772.1213 or go to their website at www.ssa.gov.

Educate yourself on the need for a Medigap, Medicare Advantage or Medicare Part D policy, which supplements Medicare once Medicare begins. Basic information on Medicare options can be found at: www.medicare.gov.

Approximately 3–6 Months Before Retirement

Decide when you want to start receiving your Social Security benefits. It is important to understand that your full Social Security retirement age is older than 65 if you were born after 1937. For people born in 1938 or later, the full Social Security retirement age increases gradually until it reaches age 67 for people born after 1959. For example, if you were born in 1955, your full Social Security retirement age is 66 and two months. However, no matter what your full Social Security retirement age is, your benefits can begin as early as age 62 or as late as age 70. If you begin receiving benefits prior to your full Social Security retirement age, your benefits will be reduced for the longer period over which benefits are expected to be paid. Your decision to start your Social Security benefits should be based on your specific circumstances.



You should review the SSA Publication No. 05-10147 titled 'When to Start Receiving Retirement Benefits' to learn how your decision will impact you and your family. You can access the publication via www.ssa.gov by selecting 'Forms and Publications / Retirement Benefits.' Additionally, at www.ssa.gov you can access a chart that shows how much your benefit would be reduced from your full retirement age to age 62 by selecting: Retirement / Plan For Retirement / Find your full retirement age.

Apply for your Social Security benefits at least three months in advance of when you want your benefit to start. To do so, you must file a separate application with the Social Security Administration. For information on Social Security benefits, contact your local Social Security office, call 1.800.772.1213 or go to their website at www.ssa.gov.

Start thinking about what you want to do with your Retirement Savings Plan – 401(k) account. You may want to leave it invested in the Plan, roll it over to an individual retirement account (IRA) or withdraw it. A distribution must be made by the time you reach age 70. You do not have to take a distribution from your 401(k) Plan at the time you retire if you are under age 70. Also, keep in mind any other retirement savings accounts you may have outside of FedEx.

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Approximately 1–3 Months Before Retirement

Health care options and costs should be a major focus as you approach your actual retirement date.

Review the “What To Do When / Benefits After Retirement” section of the most current *Your Retirement Benefits (YRB)* book for additional details on your 401(k) benefits. The YRB is available on FedEx One; select “Benefits” under Quick Links, then 401(k).

Maintain a current address to ensure you receive important information. You can update your address at HRMS.kinkos.com or email the HRS team at Hr.ManagementSystem@fedex.com. Any updates you mail will automatically transmit to the benefits systems approximately 10 to 14 days after you have submitted the change.

If you plan to work after retirement, stay informed about the Social Security earnings limits and the benefit offset that occurs after exceeding those limits. Go to www.ssa.gov and search on ‘getting benefits while working.’

Less Than 30 Days Before Retirement

Notify your manager *in writing* of your intent to end your employment with FedEx Office.

In order to receive your benefits from the 401(k), you cannot be an active employee at any domestic or international FedEx company.

After Retirement

Review the COBRA packet and make your election by the stated deadlines in the packet. The packet is usually mailed within 45 business days of your last day of employment. Once ADP has your information in the system you can begin the process by contacting them at 1.800.526.2720 or access your account online at www.benedirect.adp.com. You can start the enrollment process, view pricing and/or update your home address via the method you choose.

Consider your RSP distribution options once you are no longer employed by any FedEx company. You may receive a one-time distribution of your entire account balance.



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Vanguard will send information to apply for your benefits no earlier than 45 days following your termination or retirement date as reflected at FedEx Office. Or, if your RSP balance totals more than \$1,000, you may defer receiving your benefits up to age 70.

The FedEx Retiree Club invites you to join. As a member of our Club, you can stay connected with the people you have worked with over the years as well as build new friendships. Participation is what you make it! Stay in touch with current club activities via our world-class newsletter and website. Or get more involved by participating in monthly luncheons, vendor and benefit fairs and other ongoing club activities. If you choose, you can make a positive difference by engaging in any of the many volunteer opportunities offered.

Membership is open to anyone who retired from a FedEx Company (worldwide). We also welcome active or former employees who have five years permanent continuous service and are participating in a FedEx retirement plan.

For more information, please go to our website at www.ferc1.org.

You may be eligible for a Retiree Reduced-rate Shipping account. To be eligible for this benefit, at the time of leaving the Company, the employee must be at least age 55, have at least five years of permanent continuous service, voluntarily resigned and have a rehire status of yes or conditional.

To apply for your Retiree Reduced-rate Shipping privilege, you must complete the request form titled, 'FedEx Retiree Discount Shipping Privilege Request Form.' The form is available on FedEx One; search "retiree shipping discount." Simply navigate to *My FedEx Benefits / Forms* in order to download a copy of the form. Mail or fax the completed request form to the address or fax number indicated *after* your retirement date has been entered in the FedEx Human Resources Information System. You can also email the form to: EmployeeDiscountShipping@corp.ds.fedex.com.



Using **fedex.com** to prepare retiree shipments is the preferred method of obtaining the Retiree Reduced-rate Shipping discount. You may take packages directly to the shipping location to obtain the discount as well. You must have a valid FedEx retiree ID badge at the time of the shipment. Eligible retirees should contact the FedEx Office Badging Department at FXO.security@fedex.com to apply for a retiree badge in order to appropriately utilize the eligible retiree personal discount shipping benefit.

It is the retiree's responsibility to ensure retiree account number information is kept current. This includes updating credit card information at the beginning of the month in which your credit card will expire. Retirees should also update account information if you change home address, telephone number or email address. To update your account information, log into **fedex.com** and use Manage My Account. You may also contact Revenue Services at 1.800.622.1147 regarding account updates.

Retiree Reduced-rate shipments are subject to all restrictions and guidelines found on the Employee Discount shipping website at **fedex.com** and use Manage My Account.

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FedEx Employees Credit Association membership is available to all FedEx employees, FedEx retirees, immediate family and household members. Simply open a Savings Account and establish your membership by purchasing your \$25 par value share of membership to start enjoying the many products and services we offer. The \$25 par value will remain in your Savings Account the entire time you are a member, and will be available to you if you decide to discontinue your membership in the future.

In addition to FedEx employees and FedEx retirees, the following immediate family and household members are eligible for membership:

- **Spouse, Children, Parents, Siblings, Grandparents, Grandchildren, Household members**

Regardless of your employment status with FedEx – *Once a member, always a member.* As long as your share account maintains the minimum balance and your account remains in good standing per the terms of the membership agreement, then you're a member for life.

Go to the website **www.fecca.com** for additional information. Member services can be contacted Monday through Friday from 7:30 a.m. to 5:30 p.m. Central time, or toll free at 1.800.228.8513. In the Memphis area, call 1.901.344.2500. (Note: Memphis area calls to the 800 number will result in a busy signal.)

If you move to another state, you may need to update your will under that state's laws. Additionally, you should contact Vanguard to report your change of mailing address.

If you participated in the Employee Stock Purchase Plan (ESPP), contact Computershare at 1.800.326.6150 to discuss your options in the plan.

Resources available for you

If You Need To:	Via the Web or email at:	Via the Phone:
<ul style="list-style-type: none"> • Access your RSP personal account. • Change your investment options. • Request a distribution packet. 	vanguard.com/retirementplans (Your user name and password are required.)	Vanguard 1.800.523.1188. VOICE® Network 24 hours a day, or speak to a Vanguard associate 7:30 a.m.–8:00 p.m., Central time, Monday–Friday. Spanish speaking: 1.800.828.4487. Hearing impaired: 1.800.523.8004.
<ul style="list-style-type: none"> • Review 401(k) Plan information in the YRB. 	FedEx One , keyword search: Retirement Benefits.	
<ul style="list-style-type: none"> • Obtain information on Social Security benefits. • Calculate your Social Security benefits. 	www.ssa.gov and www.socialsecurity.gov/estimator	Social Security Administration 1.800.772.1213.
<ul style="list-style-type: none"> • Get questions answered about your COBRA packet. 		ADP 1.800.526.2720. 6 a.m. to 6 p.m., MST.
<ul style="list-style-type: none"> • Access your personal account in the Employee Stock Purchase Plan (ESPP). 	www.computershare.com/employee/us You will need your SSN and PIN to access your personal account.	Computershare Interactive Voice Response System 1.800.326.6150. 8 a.m.–7 p.m., Eastern time, Monday–Friday.
<ul style="list-style-type: none"> • Review pre-retirement education materials. • Speak with a representative on any work/life balance concerns. 	www.cignabehavioral.com Employer ID: fedexoffice	Cigna Behavioral Health 1.800.274.HELP (1.800.274.4357). Note: Available to active team members.
<ul style="list-style-type: none"> • Get information about the FedEx Employees Credit Association and the services offered. 	www.fecca.com	1.800.228.8513 In the Memphis area call 1.901.344.2500.
<ul style="list-style-type: none"> • Get information on the FedEx Retiree Club. 	www.ferc1.org	

This guide applies to eligible employees participating in the following plans:
 FedEx Office and Print Services, Inc. Retirement Savings Plan (093285)

This guide applies to employees of the following operating companies:
 FedEx Office and Print Services, Inc.
 FedEx Office Commercial Press, Inc.

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To help you prepare for the months leading up to retirement.

This guide is also available on plantoday.fedex.com on the Home page.
Make sure to check the website periodically for updates to the guide.