

# Leaving the Company Checklist

## Notification of Departure

- Please notify the Benefits Department

## Medical and Dental Plans

- Determine need for COBRA continuation, which is available for up to 18 months from last date of the month in which you terminate.
- Ask for the cost of the COBRA premium.
- Check mail for notification of COBRA continuation coverage.

## Flexible Spending Accounts

- You may continue to make contributions on an after-tax basis through the end of the plan year.
- Ask about the process for submitting claims for reimbursement.
- Check out [www.irs.gov](http://www.irs.gov) for a list of eligible expenses.

## Life Insurance

- Evaluate the needs of your family and purchase or upgrade any life insurance policies.
- Update beneficiary information if needed.

## Retirement Benefits

- Update your change of information with the plan provider.
- Ask about the process for loan repayment.
- Determine if you are eligible to keep your vested balance with the plan.
- Learn about your options to roll over your vested balance, keeping in mind the tax implications if you receive a distribution.
- Always make sure your personal information stays current. Update the following information:
  - Name and address
  - Marital status
  - Tax withholding information
  - Emergency contact information