
Retiring from Honeywell

It's time for a new adventure and you've earned it. While we are sad to see you go, we want to make this transition into retirement as easy as possible for you.

This guide is meant to provide a general overview of the U.S. retirement process. Individual circumstances may need to be discussed with an HR colleague. If at any point you have any questions about the retirement process, please call HR Help Option 5 or email [HR Help](#).

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THE PROCESSES

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EXPLORATORY

Health Care

For information about your medical coverage, including coverage eligibility and costs, please access the [Health and Insurance Benefit Center](#) via HR Direct or call HR Help Option 4.

401(k)

For information about your 401(k), including your 401(k) amount, vested amount, statements, update contributions and/or to change beneficiaries, please call HR Help Option 1.

PENSIONS

For information about your pension, including estimated pension amount, and to download relevant forms, please call HR Help Option 5.

READY TO RETIRE

- Notify your manager of your intent to retire. It is recommended to give your manager at least 30-days' notice when you are planning to retire.

***Note: the termination action in HR Direct must be completed by your manager in a timely manner – no later than your last day of work and preferably at least 30 days before your retirement date – in order to avoid retirement-related payment delays and timely COBRA continuation of coverage.*

- ❑ If you have a 401(k), you will need to call HR Help Option 1 to access your 401(k) and make any transactions you want to complete before retirement.
- ❑ For pension-eligible employees, you must call HR Help Option 5 at least 30 days and no more than 90 days in advance of your desired retirement date to avoid late payments.
 - Representatives will explain the process and offer to schedule follow-up calls.
 - The initial package with dollar amount, description of the different types of payments and legal notice will be provided.
 - You will also be sent a Pension Election & Authorization form, which you will need to sign, date, obtain notarized spousal consent (if required).

OFFBOARDING

- ❑ For offboarding activities, including returning your IT assets, please refer to our Offboarding Guide.

MEDICARE/SOCIAL SECURITY

If you have active health care coverage at the time of your retirement, you have the right to continue with your health care coverage in the Honeywell health plan. You will receive a COBRA continuation coverage notice after the retirement is entered in the system. You have other health coverage alternatives that may be available to you through the Health Insurance Marketplace. You can visit the Marketplace at www.healthcare.gov or call 1-800-318-2596. To understand how Medicare eligibility affects COBRA coverage, you can call HR Help Option 4. To enroll in Medicare, you can download CMS-L564 form through this external link www.benefitcenter.com/honeywell. Medicare Part B is completed by the employer. You can upload the required form through www.benefitcenter.com/honeywell or send by Toll Free Fax Number 866-405-0061.

- ❑ If you plan to begin receiving Social Security benefits upon your retirement, you can contact your local Social Security office to obtain relevant Social Security information.

SUPPORT SERVICES

- ❑ **Even if you are not enrolled in a Honeywell health care plan, as a Honeywell employee you have access to several Programs. Including financial and legal resources, could help you during your retirement journey. Call the Honeywell Health Resource Line: 1.800.955.4887 or visit Healthresourceprogram.com.**