



Staying connected.

Getting Ready to Retire
A Benefits Resource Guide

What's inside.





Getting ready to retire.

If you're thinking about retirement, you've got a lot on your mind. It's one of the most important steps you'll ever take. RRD helps you get there with a variety of benefits that work hand-in-hand with Medicare, Social Security and your own personal savings.

To help you with your transition, we've developed this guide. While it's not intended to be all-inclusive, it outlines some of the things you should know and do to get ready for retirement. It also provides an overview of what happens to your RRD benefits when you retire and includes a list of useful contacts and resources.

We hope you find this information helpful. If you have additional questions after reading this guide, please contact the Benefits Center at **1-877-RRD-4BEN** (**1-877-773-4236**).

Thank you for your contribution to RRD's overall success. We wish you a secure and comfortable retirement with good health, great memories and enduring happiness.

Thinking About Working Past Age 65?

There are many things you need to consider, including:

When will you start collecting Social Security benefits?

If you start to receive benefits while you are still working, your Social Security benefits will be reduced if your earnings exceed certain limits for the months before you reach full retirement age. Your earnings after you reach full retirement age, however, won't reduce your benefits. Learn more at ssa.gov.

What about Medicare?

If you start receiving Social Security benefits, you are automatically enrolled in Medicare Part A (and cannot opt out), so it's important to learn how Medicare coordinates with your active medical coverage through RRD. If you are enrolled in Medicare before you retire, you may continue your active medical coverage under COBRA until the end of your qualifying COBRA coverage period. Medicare generally will be secondary to your or your spouse's coverage under the Active Group Health Program and requires you to be enrolled in and paying for Medicare Part B.

If you wait to enroll in Medicare until after retirement

If you wait to enroll in Medicare until after you retire, then your COBRA eligibility ends and your Active Group Health Program benefits will terminate when you enroll in Medicare. If you elect COBRA and do not enroll in Medicare, you will be penalized twice — first because the Active Group Health Program will offset your benefits as if you had enrolled in Medicare and Medicare had paid first (paying only the difference between what Medicare would have paid and what the Active Group Health Program would have paid), and second because you will pay a Medicare Part B late enrollment penalty when you later enroll.

What about participation in a Health Savings Account (HSA)?

If you're enrolled in Medicare (even if you are auto-enrolled in Part A), you cannot contribute to your HSA. You can, however, continue to use the funds already in your HSA for eligible medical expenses, including Medicare premiums (but not premiums for Medigap coverage), tax-free. After you reach age 65, you can also use your HSA to pay for things other than medical expenses. If you take this route, the amount you withdraw will be treated as taxable income, but it will not be subject to other tax penalties. For more information, contact HealthEquity. (See page 11 for contact information.)

For more key things to know about your health and welfare benefits, see *How Working Past Age 65 Affects Your Benefits* on HRXpress.

For your health.

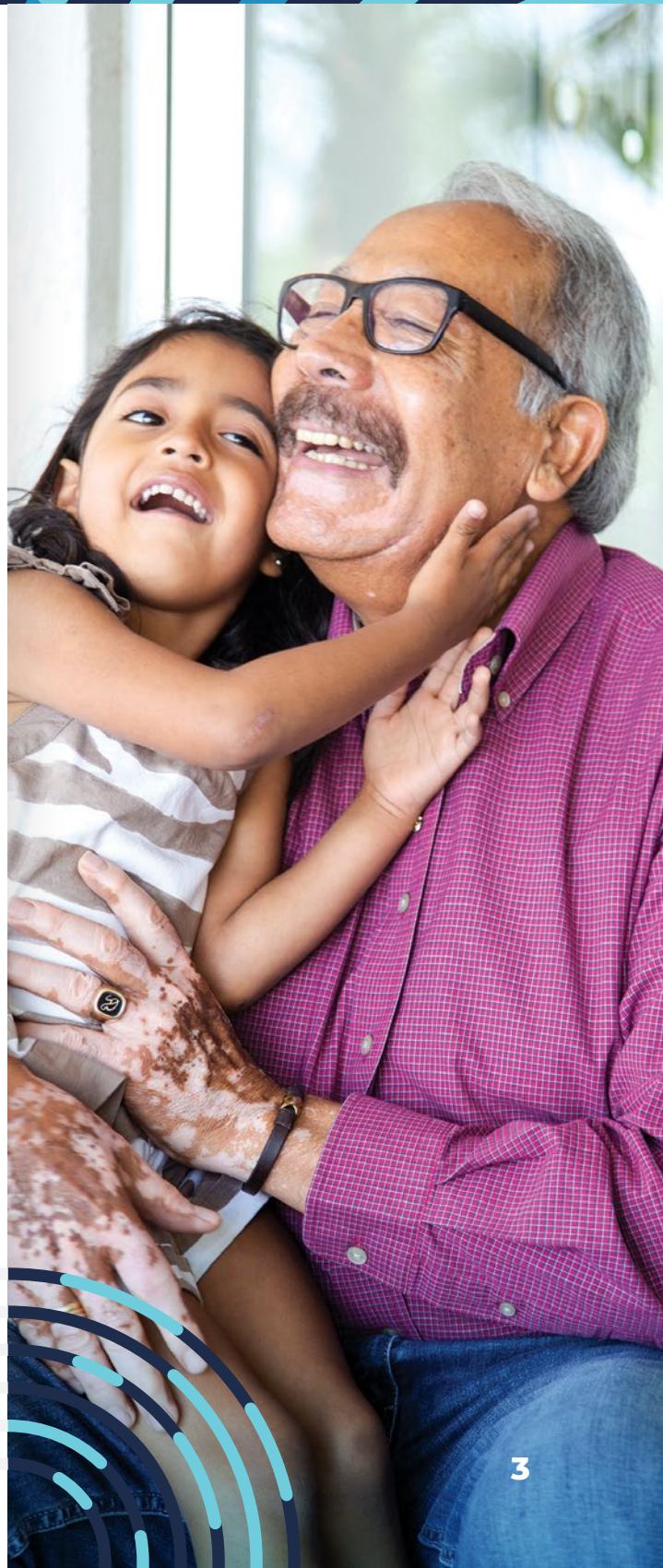
Medical & Prescription Drug Coverage

Active medical coverage for you and your eligible covered family members ends on the last day of the month in which you retire.

However, you, your spouse or covered dependents may continue coverage under COBRA until the end of your qualifying COBRA period, which is generally 18 months after you leave the company. If you enrolled in Medicare during the 18-month period prior to your retirement, then their qualifying COBRA period may be further extended, to 36 months from your Medicare enrollment date.

NOTE: Your medical coverage as an active employee is considered creditable coverage for Medicare Parts B and D, so you will not face any penalties when you sign up for Medicare as long as you don't have a break in coverage between leaving the active plan and starting Medicare coverage. If you are Medicare-eligible when you leave RRD but you do not enroll in Medicare during your Special Enrollment Period (the two full months after your RRD coverage ends), then you will need to wait until the next Medicare General Enrollment Period to enroll, and you will have to paid a Medicare late enrollment penalty.

If you are under age 65 (and not otherwise Medicare-eligible) when you retire, you may want to explore the coverage available through the individual market or the public health insurance exchange (healthcare.gov). You might find an option that better fits your budget and coverage needs, and you might be eligible for a tax credit subsidy from the exchange.



What Does Medicare Cover?

Medicare is health insurance for people age 65 or older, or under age 65 with certain disabilities. If you aren't enrolled automatically, you should enroll three months before your 65th birthday. See below for details on the different Medicare Parts.

Parts **A&B**

Medicare Part A (Hospital Insurance) is usually free and covers inpatient hospital care. If you or your spouse meet certain conditions, it also covers skilled nursing facilities, hospice and home health care.

Medicare Part B (Medical Insurance) requires a premium and covers medically necessary services like doctors' office visits and outpatient care. It also covers some preventive services.

You must be enrolled in Medicare Part A and enrolled in and paying for Part B to sign up for a Medicare Part C/Medicare Advantage Plan.

Part **C**

Medicare Part C plans (or Medicare Advantage Plans) combine Part A, Part B and, sometimes, Part D coverage.

Part **D**

Medicare Part D plans provide prescription drug benefits.

Once you are eligible for Medicare, you will receive information from insurance companies encouraging you to enroll in their Part C and/or Part D plans. You may wish to review their plan information, but keep in mind Medicare will not allow you to be enrolled in more than one Medicare Part C or Part D plan. You can find more detailed information about Medicare coverage at Medicare.gov.

Dental & Vision Coverage

Coverage for you and your eligible covered family members ends on the last day of the month in which you retire.

However, you may choose to continue coverage under COBRA, generally for 18 months after you separate from the company.

Retiree Medical (COBRA)/ Medicare Coverage Checklist

Use this checklist in the months leading up to your retirement to be sure you understand your medical coverage options and have the coverage you need.

Two to three months before your retirement date if you are turning age 65 or over age 65:

Learn about the benefits provided through Medicare (Parts A, B, C and D) and how they coordinate with any coverage you may choose to purchase through another medical program (e.g., AARP, supplemental program, etc.).

Learn about HSAs and how a remaining balance in your HSA may coordinate with any coverage you elect.

Consult with your financial planner to make sure you are addressing potential health care costs during your retirement.

Two to three months before your retirement date if you are less than age 64½:

Learn about your options through COBRA, the pricing, months of eligibility and eligibility for your dependents.

Explore the coverage available through the individual market or the public health insurance exchange (healthcare.gov).

Learn about HSAs and how a remaining balance in your HSA may coordinate with any coverage you elect.

Consult with your financial planner to make sure you are addressing potential health care costs during your retirement.

For your wealth.



Health Savings Account (HSA)

Money in your HSA is always yours — even when you retire. Although you can't contribute to your HSA after you reach age 65 if you are enrolled in Medicare, you can continue to use the money in your account to pay for eligible medical expenses tax-free — including Medicare premiums, deductibles, copays and coinsurance under any part of Medicare.

NOTE: You cannot use HSA dollars to purchase a Medicare supplemental insurance ("Medigap") policy.

After you reach age 65, you can use your HSA to pay for things other than medical expenses. If you take this route, the amount you withdraw will be treated as taxable income, but it will not be subject to other penalties. (If you are under age 65 and you use your HSA for non-medical expenses, the dollars you withdraw are possibly subject to regular income tax plus a 20% additional tax on the amount withdrawn.)

For more details about your HSA, visit healthequity.com.

Are You Saving Enough?

Your financial wellness is important to RRD. To make sure you are saving enough for retirement, take a look at all your retirement income sources before you retire, and use the retirement calculators at empower.com to see if you are on track.

Flexible Spending Accounts (FSAs)

FSAs allow you to set aside before-tax dollars to pay for eligible out-of-pocket health and dependent day care expenses.

Health Care FSA

If you are enrolled in the Health Care FSA, you can request reimbursement for eligible expenses incurred up to your separation date if submitted by the deadline (March 31 of the year after the calendar year in which you participated).* If you elect COBRA, you may continue contributions post-tax if you want to be reimbursed for expenses incurred after your separation date.

Dependent Day Care FSA

If you are enrolled in the Dependent Day Care FSA, you can request reimbursement for eligible expenses incurred through the end of the calendar year that includes your separation date if submitted by the deadline (March 31 of the year after the calendar year in which you participated).

* During the COVID-19 declared National Emergency, and for 60 days thereafter, deadlines to file Health Care FSA claims are suspended. See the 2020 Summaries of Material Modifications (SMMs) for more information on these deadline extensions. This extension does not apply to the Dependent Day Care FSA.

RRD Savings Plan

The RR Donnelley Savings Plan helps you set aside and invest pre-tax, Roth 401(k), and/or after-tax money for your future.

When you retire, you can request a distribution of your entire account balance. Your account will be distributed in a single-sum payment; as a direct rollover distribution to another qualified retirement plan such as a 401(k), 403(a), 403(b) or 457 plan; or a direct rollover to a traditional Individual Retirement Account (IRA).

If your account balance exceeds \$1,000, you can leave your account invested in the Savings Plan until your balance falls below \$1,000 or until the year after you turn age 70½. You also have the option to receive installment distributions. If you elect to receive a distribution, payment is made no sooner than 30 days after you retire from RRD. If your account balance is \$1,000 or less, you will be required to take a distribution following separation.

The trustee is required to withhold 20% for federal income taxes from the taxable portion of your distribution. If you are younger than age 59½, a 10% tax penalty may also apply to a distribution; you pay this penalty when you file your annual income tax return. If you elect a rollover, taxes on your distribution are deferred until you later take distributions, and there is no withholding.

For more information, contact Empower Retirement.
(See page 12 for contact information.)

Stay on Track

Visit the Empower Retirement website at empower.com for tools and resources to help you get and stay on track to your retirement savings goals.

401(k) Checklist

When you reach age 50:

- Consider making catch-up contributions to your 401(k) account. For up-to-date IRS contributions limits, visit irs.gov.

Within five or even 10 years of your expected retirement date:

- You may want to review your contribution and investment strategy with an independent financial planner. If you decide to change your contributions or investment allocation, contact Empower Retirement.

Within 30 to 60 days after your retirement date:

- If you are participating in the Savings Plan when you retire, you will receive a kit at your home address. The kit will include information about your distribution options and consent requirements, plus a notice of important tax withholding information.

Pension Plan

The RR Donnelley Pension Plan was designed to provide eligible retirees with a source of income at retirement. To confirm your eligibility for pension benefits, contact the Pension Service Center. (See page 12 for contact information.)

The Pension Plan includes the following frozen pension plans:

- Retirement Benefit Plan of R.R. Donnelley & Sons Company
- Retirement Income Plan of Moore Wallace North America, Inc.
- Banta Corporation Employees Pension Plan
- Banta Hourly Pension Plan (i.e., Banta Book Group, Banta Danbury and Banta Specialty Converting)
- Haddon Craftsmen, Inc. Retirement Plan
- Bowne Pension Plan

If you're eligible for the Pension Plan, you can receive an unreduced retirement benefit, in most cases, at age 65. Oftentimes, you can receive a retirement benefit as early as age 55 if you have at least five years of vesting service. Your early retirement benefit will be reduced to reflect the fact that you will be receiving payments over a longer period.

Optional forms of payment vary from plan to plan. For specific payment options available under your plan, contact the Pension Service Center. Some common payment options available under most plans include but are not limited to the following:

Single Life Annuity

Provides monthly payments for your lifetime with no survivor benefits.

Joint & Survivor Annuity

Provides a reduced monthly benefit amount so that payments can continue to your beneficiary when you die. You choose the percentage of your monthly benefit you want to have paid to your beneficiary upon your death — 25%, 50%, 75% or 100%. The greater the percentage you choose for your beneficiary, the smaller your monthly pension benefit amount will be.

Single-Sum Payment Option

Only available if you have a cash balance account or a pension equity benefit

Allows you to elect to receive the value of your cash balance or pension equity benefit distributed in a single-sum payment that is payable to you or transferred directly to an individual retirement account (IRA), another qualified retirement plan, a not-for-profit employer's 403(b) plan, or a governmental 457 plan that accepts rollovers.

NOTE: Your cash balance benefit can also be paid as an annuity, although different rules apply if you receive your benefit before age 55 or on or after age 55. See your SPD for details.

Other payment options may be available depending on the value of your benefit at retirement and your participation in prior Pension Plans sponsored by the company or an acquired company. In addition, if you are married, you need to follow the plan's spousal consent rules to elect certain forms of payment.

When Your Pension Benefits Begin

The date your pension benefit begins depends on:

- How quickly you return your completed paperwork;
- The form of payment you elect (a lump sum, if available, or monthly payments);
- How much time has elapsed since you separated from RRD; and
- The payment start date (see example below).

Example:

If you elect to receive a **monthly payment**, AND the Pension Service Center has received your completed paperwork, AND Human Resources has processed your termination:

By the 10th of the month:

You will receive your first monthly payment one month later, on the first day of the month.

For example, if all of the above is completed by April 10, your first monthly payment would be May 1.

After the 10th but on or before the 15th of the month:

You will receive your first monthly payment two months later, on the first day of the month. (Your benefit still begins effective one month later, but you won't get your first payment until two months later, and your first payment will be a double payment.)

For example, if all of the above is completed between April 11 and April 16, your first monthly payment would be June 1, but that initial payment would include two months of payments for May and June.

After the 15th of the month:

You will receive your first monthly payment on the first day of the month two months after your paperwork is received.

For example, if all of the above is completed after April 16, but prior to May 10, your first monthly payment would be June 1 and would only be a single monthly payment.

NOTE: If you elect to receive a **lump-sum payment** (if applicable), you generally receive your lump sum 90 to 120 days after your separation date.

Pension Plan Checklist

Within one, five or even 10 years of your expected retirement date:



Request an estimate of your pension benefit from the Pension Service Center. For faster service, please have your user ID and password available. (See page 11 for contact information.)

Within 45 to 90 days before you want to start receiving your pension benefit:



You can call the Pension Service Center or go online to start the application process. You will need your user ID and password.



When you initiate your retirement with the Pension Service Center, you will receive additional information, including a letter and all the necessary information and forms that need to be completed to apply for your pension benefit. As indicated on the forms, you will need to have certain signatures notarized and return required supporting documentation.



If you terminate employment and do not call the Pension Service Center, you will receive a letter within three months after your separation date. The letter will indicate the amount of your pension benefit and when you can start to receive it.



You can also find more information in your SPD at myRRDbenefits.com.

Life & Accident Insurance

The Life and Accident Insurance Program provides important financial protection if something happens to you or your spouse, domestic partner or child(ren).

Your employee and dependent (spouse and child) life coverage ends on your separation date. You may be eligible to port your current coverage (i.e., keep your same insurance benefit even though you are no longer part of the group plan) if you are actively at work on the day prior to your separation. If portability is not available, you may convert your coverage to an individual policy. You must complete your request to port or convert your coverage within 30 days of your separation at retirement.

Your AD&D coverage also ends on your separation date. You may be eligible to convert your coverage to an individual policy if you contact the vendor within 30 days of your separation at retirement.

Social Security Benefits

Social Security benefits can be an important source of retirement income. To learn more about your Social Security benefits, visit the Social Security Administration website at ssa.gov. You'll also find helpful online retirement planning tools and step-by-step instructions for applying for your benefits.

Disability

Disability coverage from RRD provides income protection if you are unable to work due to illness or injury.

Your disability coverage ends on your separation date. If you are disabled at the time of your separation, your disability benefits may continue while you remain disabled, in accordance with the provisions of the Disability Program.

Supplemental Health Care

MetLife can help supplement your existing coverage and provide cash benefits due to illness or injury.

Policies include hospitalization, accident and critical illness insurance. Contact MetLife for more information. (See page 12 for contact information.)

For your life.

Employee Assistance Program (EAP)

SupportLinc, RRD's EAP, provides financial planning and counseling services that can help you think about and plan for the financial aspects of retirement, as well as the other things in your life that will change.

For example:

- Are you planning to move or make other lifestyle changes?
- Have you thought about how you will spend your time? Do you want to travel? What about your hobbies or other outside interests?
- Will you continue to work, either part-time or full-time, at another company? Are you thinking about trying another career?
- Do you have a network of family and friends who can help you navigate this major transition?

Taking time to answer these questions will help you have a more solid overall plan for this next phase of your life.

For financial planning and counseling services to help you navigate these changes, contact SupportLinc. (See page 12 for contact information.)

After your separation, your EAP coverage continues through COBRA automatically and free of charge.

Voluntary Benefits

The following voluntary programs are provided through and administered by the program vendors.

They are not sponsored, endorsed nor maintained by RRD. You need to contact each vendor for information about what happens to your coverage when you terminate employment. (See page 12 for contact information.)

- MetLife Auto & Home Insurance
- Allstate Identity Protection
- MetLife Legal Plans
- MetLife Pet Insurance
- Commuter Benefit Solutions
- WW (formerly Weight Watchers)

Useful Contacts.

General Benefits Information

RRD Benefits Center	1-877-RRD-4BEN (1-877-773-4236) , Monday – Friday, 7 a.m. – 7 p.m. CT	rrd.bswift.com
Benefits Information, including Summary Plan Descriptions (SPDs) and Summaries of Material Modifications (SMMs)	N/A	myRRDbenefits.com

Medical & Prescription Drug Benefits

Blue Cross and Blue Shield of Illinois (BCBSIL)	1-800-537-9765 , Monday – Friday, 7 a.m. – 7 p.m. CT	bcbsil.com/rrd
CVS Caremark <i>Prescription Drug Benefits</i>	1-866-273-8402 , 24 hours a day, 7 days a week	caremark.com

Dental Benefits

Cigna	1-800-656-1691 , 24 hours a day, 7 days a week	mycigna.com
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Vision Benefits

EyeMed	1-866-723-0514 , Monday – Saturday, 6:30 a.m. – 10 p.m. CT; Sunday, 10 a.m. – 7 p.m. CT	eyemed.com
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Health Savings Account (HSA)

HealthEquity	1-844-281-0928 , 24 hours a day, 7 days a week	healthequity.com
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Flexible Spending Accounts (FSAs)

HealthEquity	1-844-281-0928 , 24 hours a day, 7 days a week	healthequity.com
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RRD Savings Plan

Empower Retirement™ **1-844-243-4773**, Monday – Friday, 7 a.m. – 9 p.m. CT

empower.com

Pension Plan Benefits

Milliman Benefits
Pension Service Center **1-866-271-0744**, Monday – Friday, 8 a.m. – 8 p.m. CT

millimanbenefits.com

Life & Accident Insurance

MetLife For conversion and portability, call **1-877-275-6387**.
For claims, call **1-800-638-6420**.

mybenefits.com/metlife

Disability Benefits

The Hartford **1-866-271-0744**, Monday - Friday, 8 a.m. – 8 p.m. CT

abilityadvantage.thehartford.com

Supplemental Health Care Benefits

MetLife For plan questions, call **1-800-GETMET8 (1-800-438-6388)**,
Monday – Friday, 7 a.m. – 7 p.m. CT

metlife.com/mybenefits

Employee Assistance Program (EAP)

SupportLinc **1-888-881-LINC (1-888-881-5462)**, 24 hours a day, 7 days
a week

supportlinc.com
Code: RRD

Additional Voluntary Benefits

MetLife Legal Plans
Legal Insurance **1-800-821-6400**, Monday – Thursday, 7 a.m. – 9 p.m. CT;
Friday, 7 a.m. – 8 p.m. CT; Saturday, 8 a.m. – 3:30 p.m. CT

metlife.com/insurance/legal-plans

MetLife
*Auto and Home Insurance;
Pet Insurance* **1-800-GET-MET8 (1-800-438-6388)**, Monday – Friday,
7 a.m. – 7 p.m. CT

metlife.com/mybenefits

**Commuter Benefit
Solutions** **1-888-235-9223**, Monday - Friday, 7 a.m. – 7 p.m. CT

commutercheckdirect.com

**Allstate Identity
Protection** **1-800-789-2720**, 24 hours a day, 7 days a week

myaip.com

WW
Formerly Weight Watchers **1-866-204-2885**, Monday – Friday, 8 a.m. – 8 p.m. CT;
Saturday, 8 a.m. – 4 p.m.

weightwatchers.com/us

Important

The descriptions in this guide are based on official Plan documents. Every effort has been made to ensure the accuracy of this material. In the unlikely event there is a discrepancy between this document, the SPDs, SMMs, any other materials summarizing the RR Donnelley Plan and the official Plan documents, the official Plan documents will control. RRD reserves the right to amend, change or terminate any or all of the benefit Plans it sponsors, including without limitation, the RR Donnelley Group Benefits Plan, the R.R. Donnelley & Sons Company Retiree Welfare Benefits Plan, the RR Donnelley Flexible Benefits Plan, the R.R. Donnelley & Sons Separation Pay Plan and the RR Donnelley Savings Plan in whole or in part, at any time.

About This Guide

This guide describes the programs currently offered to benefits-eligible retirees under the various RR Donnelley & Sons Company retiree benefits plans. Your benefits eligibility will determine the programs that apply to you, your spouse/domestic partner and any dependent child(ren). More details on benefits eligibility are available in the Summary Plan Descriptions (SPDs) and Summaries of Material Modifications (SMMs) at myRRDbenefits.com.



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