

# Retirement Planning Timeline Tip Sheet Checklist

Last updated: 03/2017

## 1. Nine (9) to Twelve (12) months before your Benefit Commencement Date (BCD), this is the date you want your pension payments to begin. Once you retire, your first monthly pension check is expected to arrive approximately 4-6 weeks after you commence benefits.

1. Meet with a financial planner/advisor
  - A. Develop a retirement income plan (to include 401(k), pensions, social security, IRA's investments etc) with dates on when to start Social Security and pension benefits and when to take retirement plan distributions. Determine your retirement expenses, including an amount of an emergency fund in case one is needed.
2. Confirm your eligibility for a pension benefit and the amount available on the date you want to start collecting.
  - If you are a "Day 1" employee who participated in Boeing's retirement plan and did not retire from Boeing: Contact the Pension Value Plan (also referred to as the Frozen Pension Plan) at Spirit AeroSystems Benefit Center at 1-877-459-3345, option 3, or online at [www.myspiritbenefits.com](http://www.myspiritbenefits.com)
  - If you are a Spirit IAM or UAW employee: Contact the IAM National Pension Fund at 1-800-424-9608 or online at [www.iamnpf.org](http://www.iamnpf.org)
3. Review your insurance coverage options, such as:
  - A. Medicare, retiree medical coverage, Mercer Marketplace and other public exchanges
4. Select pension benefits and retirement distribution options as appropriate for your specific retirement needs
5. Review wills, trusts, powers of attorney, and beneficiaries for all retirement plans
6. Make sure Spirit Benefits Center has all records on file such as divorce decree, QDRO and death certificates

## 2. Three (3) to Five (5) months before your BCD:

1. Request your pension commencement packet(s)
  - For the Pension Value Plan (Frozen Pension), this can be done 60 to 90 days prior to your BCD. Call 1-877-459-3345, option 3, or online at [www.myspiritbenefits.com](http://www.myspiritbenefits.com).
  - For the IAM National Pension Fund, this can be done 90 to 180 days prior to your BCD. Call 1-800-424-9608, or online at [www.iamnpf.org](http://www.iamnpf.org).
2. Review your options for receiving money from your 401(k).
  - Hourly employees call: John Hancock at 1-800-294-3575.
  - Salaried employees call: Voya at 1-877-459-3345, option 4.
3. Notify your manager of your intended Retirement date and discuss the plan for transition of your job information and job knowledge

### 3. One (1) to Two (2) months before your BCD:

1. Complete and return your commencement packet(s) before your commencement date.  
(Instructions are in the packet(s) on how to complete them, where to return them and by when.)

- Verify that the Spirit AeroSystems Benefits Center and/or the IAM National Pension Fund have received your commencement packet(s) and that all the information is complete.

#### At Retirement:

- Terminate from Spirit AeroSystems by notifying your manager and/or calling the HR Service Center at 316-523-4556, option 8. Your Retirement Date will be the last day you are on the Spirit AeroSystems payroll.
- Complete the exit survey, any final tasks and turn in all company property.

#### After Retirement:

1. Your medical and dental coverage ends the last day of the month you retire. Flexible Benefits Administrators will mail information regarding continuing medical, dental, and life insurance coverage to your home. They will automatically mail information once Spirit AeroSystems provides them with the commencement papers. Flexible Benefits can be reached at 1-877-487-9411.
  - Complete enrollment forms for Flexible Benefits Administrators within the time frame communicated in the information packet they provide.
2. Vacation and Sick Leave Balances (if applicable) will be paid (less deductions and withdrawals) within thirty (30) days of your separation date.
3. Update your address with the retirement plan(s) if changes occur by calling the Spirit AeroSystems Benefits Center at 1-877-459-3345, choose option 4 for Voya and for John Hancock call 1-800-294-3575. For IAM National Pension Fund call 1-800-424-9608.

#### Helpful Numbers and Websites:

Spirit AeroSystems Benefits Center: 1-877-459-3345, Fax #: 1-800-921-0287 or online at [www.myspiritbenefits.com](http://www.myspiritbenefits.com).

ADP: 1-877-459-3345 or online at <https://portal.adp.com>

Pension Value Plan (Frozen Pension): 1-877-459-3345, option 3

Retirement and Savings (Voya): 1-877-459-3345, option 5 or online at <https://myrsp.voyaplans.com>

John Hancock Retirement Plans Services IAM/UAW 401(k): 1-800-294-3575 or online at [www.bcomplete.com](http://www.bcomplete.com)

IAM National Pension Fund: 1-800-424-9608 or online at [www.iamnpgf.org](http://www.iamnpgf.org)

Flexible Benefits Administrators: 1-877-487-9411

Social Security Administration: 1-800-772-1213 or online at [www.socialsecurity.gov](http://www.socialsecurity.gov)

Medicare: 1-800-633-4227 or online at [www.medicare.gov](http://www.medicare.gov)

Employee Benefit Systems (EBS): 1-888-521-2900 Direct Contact—Steve Benedict: 1-800-308-3541

Boeing Total Access (Boeing Benefit Center): 1-866-473-2016

#### **Healthcare Exchange Resources:**

Mercer Healthcare Exchange: [www.getinsured.com/mercer](http://www.getinsured.com/mercer) or call 1-877-917-7957

Grace Med Certified Navigators: 316-977-9308

#### **Additional Items Needed to Complete the Packets if applicable:**

- Proof of age document for you and your spouse (see packet for acceptable documents)  
(order Birth Certificates online at [www.vitalchek.com](http://www.vitalchek.com) or by calling 1-877-305-8315)
- Marriage Certificate
- Voided Checks for direct deposit
- Beneficiary Information—Name, Date of Birth, SS #, Address, Phone Number
- Divorce Papers
- Death Certificate