

**SEPARATION OF EMPLOYMENT INFORMATION
TRUSTMARK SERVICES COMPANY & TRUSTMARK HEALTH BENEFITS**

Effective 1/1/2021

This handout contains important information about your final pay and benefits upon separation.

RETURN OF COMPANY PROPERTY

The following property (if applicable) must be returned to your supervisor before you depart from the Company:

- Employee Identification Card
- Computer Equipment
- Mobile Device
- Keys
- Other Equipment/Property

YOUR FINAL PAY

Your final paycheck will be direct deposited or mailed to you (depending upon your current arrangement) on your regular pay date. Any earned, but unused PTO time will be paid on this final check. You have access to your pay information through Workday through the end of the following month after your employment ends. Your W-2 will be mailed to your home address Visit Workday at www.myworkday.com/trustmark.

MEDICAL, DENTAL, VISION & EAP BENEFITS

Coverage of medical, dental, vision and support solution (EAP) benefits extend through the end of the month in which you separate from the company. Premium for coverage through the end of the month will be deducted from your final paycheck. Contact Trustmark Health Benefits at (877) 367-5690 for questions regarding medical or dental claims and coverage. Contact VSP at (800) 877-7195 for vision claims or coverage. Contact Support Solution/EAP at (800) 845-3240 or online at <https://trustmark.mysupportportal.com>. Enter **tmk** in lowercase in the login field.

Information on how to continue coverage through COBRA will be mailed to your home address. Contact Trustmark Health Benefits COBRA at (866) 433-0318 or cobrateamHB@trustmarkbenefits.com with COBRA questions. You may be able to get coverage through the Health Insurance Marketplace and the COBRA materials will outline information about the Health Insurance Marketplace as well as COBRA eligibility.

FLEXIBLE SPENDING ACCOUNTS (FSA)

Healthcare and Dependent Care FSA expenses incurred prior to or on your separation date may be submitted up to ninety days after separation date. If your Healthcare FSA balance is greater than the amount you have incurred, you may elect COBRA to continue access to the funds in your account. Contact Trustmark Health Benefits at (877) 267-3359 for questions regarding your FSA balances or claims.

EARLY RETIREE MEDICAL

The Early Retiree Medical plan is available to associates between ages 55 – 65 with at least five years of service and were currently enrolled in an employee medical plan at the time employment ended. Contact Julie Pierce at (847) 283-2023 or jpierce@trustmarkbenefits.com for enrollment and rate information.

MONTHLY COBRA RATES (Including 2% Administration Fee)

	Individual	Individual + Spouse	Individual + Child(ren)	Individual + Family
Medical				
HDHP Premier	\$728.44	\$1,687.38	\$1,379.34	\$2,380.98
HDHP Essential	\$651.94	\$1,511.94	\$1,234.50	\$2,137.20
HDHP Balanced	\$537.70	\$1,248.78	\$1,017.24	\$1,770.00
Dental				
PPO Basic Dental	\$24.48	\$49.98	\$46.92	\$71.40
PPO Enhanced Dental	\$53.04	\$106.08	\$100.98	\$154.02
Open Basic Dental	\$37.74	\$76.50	\$72.42	\$110.16
Open Enhanced Dental	\$72.42	\$144.84	\$136.68	\$209.10
Vision				
Basic Vision	\$1.26	\$2.04	\$2.08	\$3.81
Enhanced Vision	\$13.26	\$21.21	\$21.65	\$34.91
EAP	\$1.69			

HEALTH SAVINGS ACCOUNTS - HealthEquity

The money in your health savings account is yours and you can draw from it for eligible health expenses until all the funds are used. Contact HealthEquity at (866) 346-5800 or visit www.healthequity.com/trustmark for information pertaining to your bank account.

GROUP LIFE INSURANCE

Your Group Life Insurance coverage ends on your separation date. Please visit The Standard's website at <https://www.standard.com/eforms/9563.pdf> for conversion of your Basic Life, Supplemental Life and/or Dependent Life coverage or <http://www.standard.com/eforms/9178.pdf> for portability options.

MN RESIDENTS ONLY. You may elect to continue your basic life and supplemental life (if applicable) insurance under MN Insurance Continuation law for a period of up to 18 months. AD&D coverage may not be continued. Should you elect to continue coverage, you will be responsible for paying the monthly cost of the premium plus a 2% administration fee. You must elect coverage within 60 days from the date coverage is scheduled to end or the date of the election form notice, whichever is later.

LONG TERM and SHORT TERM DISABILITY

Coverage ends the date you separate from the company or have a status change. You may not continue or convert your coverage under the group disability plan.

VOLUNTARY BENEFITS

Please contact Trustmark Voluntary Benefits Customer Service at (800) 918-8877 or Liberty Mutual at (800) 981-2372 to transition your individual policy to direct pay.

RETIREMENT SAVINGS PLANS

If you have contributed to the 401(k) Savings Plan, you are always 100% vested in your contributions, as well as any earnings on them. Company matching contributions will vest based on Years of Service as defined in the Plan, according to the following schedule: 2 years of service 20%, then additional 20% each year up to 100% at 6 years of service.

Fidelity will send you a kit with information about next steps towards managing your 401k upon notification from Trustmark of your separation. If you do not receive the kit, you may contact Fidelity directly at 800-835-5091 or via web at www.401k.com.

Outstanding Loans

If you have an outstanding loan, you are required to repay the entire outstanding balance of the loan within 90 days of the last payment date. Fidelity will notify you, in writing, of any outstanding loan balances.

If you fail to repay your loan (based on the original terms of the loan) within the required timeframe or before you take an account distribution, it will be considered in "default" and treated as a distribution, making it subject to income tax and possibly to a 10% early withdrawal penalty. Please see the Special Tax Notice Regarding Plan Payments, which will be included in your Fidelity kit.

Withdrawals

You have several options available to withdraw your money upon termination of employment: 1) you may keep the account with Trustmark; 2) you may take a full cash distribution (see Special Tax Notice); or 3) you may roll over your entire balance to an IRA or future employer's plan. **You are not able to take partial distributions from the plan following termination.**

After you leave the Company, if your vested account balance is equal to or less than \$1,000, it will be automatically distributed to you. However, if your vested account balance is greater than \$1,000 but not more than \$5,000, you will be notified that your entire vested account balance will be transferred to an Individual Retirement Account (Rollover IRA), unless you request either a cash distribution or a rollover distribution of your choice. Fidelity will notify you, in writing, of such transactions. If you have a vested balance that is \$5,000 or more, you may keep your money in the Plan. For purposes of determining your vested balance, any rollover contributions from another plan are excluded.

PAID TIME OFF (PTO)

Earned but unused PTO time will be paid out to you on your last regular paycheck. Used but unearned PTO time will be paid by you to the Company either through a deduction from your last paycheck, if allowed by law, or by a personal check (or some other form of payment) from you prior to your last day of employment/status change.

TUITION REIMBURSEMENT

If you participated in Trustmark's Tuition Reimbursement Program and you are separating within one year of receiving reimbursement, you will owe Trustmark any monies that have been paid to you in the past 12 months. If applicable, please contact Human Resources at (847) 283-2019 to arrange a repayment schedule.

UNEMPLOYMENT

Depending upon the circumstances of your termination you may be eligible to apply for unemployment compensation. Contact your local unemployment office for more information.

CONTACT INFORMATION

Benefits Questions	(847) 283-1170 / hkravitz@trustmarkbenefits.com
General HR Questions	(800) 931-6499 / TMKHR@trustmarkbenefits.com
Trustmark Health Benefits-Medical & Dental	(877) 367-5690 / www.mytrustmarkbenefits.com
VSP-Vision	(800) 877-7195 / www.vsp.com
Trustmark Health Benefits-FSA/Commuter	(877) 267-3359 / www.mytrustmarkbenefits.com
Trustmark Health Benefits-COBRA	(866) 433-0318 / cobrateamHB@trustmarkbenefits.com
Employee Assistance Program	(800) 845-3240 / https://trustmark.mysupportportal.com
HealthEquity (HSA)	(866) 346-5800 / https://my.healthequity.com
Trustmark Voluntary Benefit Solutions	(800) 918-8877
Liberty Mutual	(800) 981-2372
Fidelity	(800) 835-5091 / www.401k.com