

GETTING DIVORCED

LIFE HAPPENS AND, WHILE IT'S NOT ANTICIPATED OR EASY, THERE ARE TIMES WHEN CHANGES TO RELATIONSHIPS ARE NECESSARY. WE KNOW THERE ARE MANY DETAILS THAT COME WITH PREPARING FOR A LIFE TRANSITION LIKE A DIVORCE. THAT'S WHY WE HAVE THIS CHECKLIST TO HELP YOU REMEMBER A FEW THINGS YOU CAN DO TO ENSURE YOUR LIFE EVENT AND TRANSITION BACK TO WORK GO SMOOTHLY.

WHEN	WHAT YOU NEED TO DO	KEY RESOURCES
BEFORE THE EVENT	<ul style="list-style-type: none"> ■ Notify your supervisor of your need to take time off, if necessary, for any proceedings ■ If you have existing coverage under your partner's plan, learn about your benefit options to ensure you have adequate coverage for yourself and child(ren) ■ Explore services through the Work/Life Employee Assistance Program for parenting advice, personal support and counseling or legal/financial resources 	<ul style="list-style-type: none"> ■ Your supervisor ■ For Your Benefit ■ REI Health Guide at 1-800-451-2967
AFTER THE EVENT	<ul style="list-style-type: none"> ■ Complete the Qualified Life Event Status Change form within 30 days of your divorce and submit to Employee Service Center to make any changes to your benefit coverage ■ Notify your bank, creditors and governmental agencies of any change in your name; close any joint accounts and open separate accounts ■ Contact the Social Security Administration for a personal earnings statement for yourself ■ Use available resources through the Work/Life Employee Assistance Program to help manage your finances, life transition and impact on your family ■ Update your current beneficiary information for any life or disability insurance, retirement plans and your will 	<ul style="list-style-type: none"> ■ For Your Benefit ■ Benefit enrollment and beneficiary changes: www.benefit enroll.com ■ Social Security Administration ■ Schwab Retirement Services at 1-800-724-7526 ■ REI Health Guide at 1-800-451-2967 ■ REI Employee Service Center at 1-800-999-4734 ext. 4747 or hrhr@rei.com
RETURNING TO WORK	<ul style="list-style-type: none"> ■ Update your personal information in Employee Self Service (name and address, direct deposit, W-4 status and withholding, emergency contact information, etc.) ■ Request new security badge, name placard, business cards, etc. 	<ul style="list-style-type: none"> ■ Snaplink > Human Resources > Employee Self Service > Employee Information ■ Snaplink > Waypoint