



THE McCLATCHY COMPANY  
Since 1857

## Starting Your Retirement Benefit

The checklist presented below describes the steps you should follow and presents information you should know if you are thinking about starting your retirement benefit payments.

- Run pension estimates**
  - Use Employee Self Service (ESS) to run your own pension estimates for different ages and benefit start dates
  - You must terminate employment before your benefits can begin
  
- Request a retirement package**
  - Once you know when you want your pension payments to begin, contact local HR to request a retirement package
  - A retirement package must be requested between 60 and 90 days in advance of a retirement payment start date
  - The retirement package will contain all your available options and amounts to make your election, as well as direct deposit and tax withholding forms.
  - The retirement start date will always be the first of a month
  
- Attend Retirement Interview with your local HR**
  - Your local HR will schedule a meeting with you to review the retirement package materials and to answer any questions you may have about your retirement benefits
  
- Return completed forms and required documentation to local HR.**
  - Proof of age is required for you and your joint annuitant (if applicable)
    - Acceptable proof includes a birth certificate, passport, marriage license, or military discharge papers.
    - A driver's license is NOT acceptable proof
  - Keep a copy of the forms for your records
  - You have until midnight of the day prior to the retirement payment start date to change your retirement benefit elections. After that time, your retirement benefit elections are irrevocable.
  - Retirement packages must be returned to HR within 30 days from the date of the retirement package or your retirement benefit start date may be delayed and your retirement benefit payment may be recalculated.

**☐ McClatchy HR will process your completed retirement package and send the request to start your retirement benefit payment to the bank.**

- Payment requests are sent to the bank (Northern Trust) once a month
  - The payment requests are sent around the 15<sup>th</sup> of each month to request payments starting the first day of the following month (e.g., request is made May 15 for June 1 payments)
- Retirement benefit payments will be sent to the retiree by the retirement benefit start date if the retirement package is received before the monthly transmission date and the employee has terminated employment (e.g., if the employee terminates on May 10 and wants to start her retirement benefit payments on June 1, she will receive her first payment by June 1).
- If the employee terminates during the month after the monthly transmission date and wants to begin the retirement benefit payment on the first of the following month, he will receive that first month's retirement benefit payment around the 3<sup>rd</sup> week of the month (e.g., if the employee terminates employment on May 28 and requests a June 1 retirement payment start date, he will receive the June 1 check around the third week of June). He will receive his subsequent checks by the first day of each month.
- For eligible retirees, lump sum and partial lump sum payments are issued around the third week of the month following the retirement benefit start date.
- To check the status of your paperwork go online to [www.mcclatchy.com](http://www.mcclatchy.com), Employees, Pension Plan, Former Employees, Retirement Package Status.

**☐ Retirees may be rehired to work on a part-time basis at a McClatchy paper.**

- Retirees receiving a pension payment must wait a minimum of six months from their termination date before they can be rehired at a McClatchy property.
- If rehired, you may continue to receive your monthly pension payment as long as you DO NOT work 80 or more hours in a calendar month. If you work 80 or more hours your pension payment will be stopped and will not resume until you terminate employment.

**☐ Contacts for Questions**

- If you are an active employee, contact your local HR department.
- If you have terminated employment with the company, contact McClatchy HR by phone at 1-866-334-2337 or by e-mail at [pensions@mcclatchy.com](mailto:pensions@mcclatchy.com).