

Thinking about Retirement Checklist

Learn about your benefits, **plan** for your needs and **take action** in accordance with your plans/goals.

Instructions: This checklist is a tool to be used along with the individual plan documents and summaries. This document is not intended to be a full inventory of all items or deadlines. In addition, the plans and/or programs described may not apply to you. Please read the information in the Benefits Handbook to ensure you understand your various benefit deadlines. Remember: The timing of requests and submission of forms vary among the plans. The Benefits Handbook is available online. If you are an active employee, go to Colleague Connect (<https://mmcglobal.sharepoint.com/sites/Home>) and click **and click** Pay & Benefits, then select **Benefits Handbook** under **Helpful links**. If you are a terminated employee, go to <https://careers.marshmclennan.com/global/en/us-benefits> and click **Benefits Handbook**.

Note: The US Retirement Program* provides income for your retirement provided you participated in the program before January 1, 2017 and meet its vesting requirements before your final termination with the Company. The Company discontinued benefit accruals under the program effective December 31, 2016. Benefits may be payable from three sources: (i) the Marsh & McLennan Companies Retirement Plan and for certain highly compensated employees, (ii) the Benefit Equalization Plan and (iii) the Supplemental Retirement Plan.

Learn

If thinking about retirement:

- ☐ You will need to consider the impact retirement has upon your Marsh McLennan (Company) benefits. Go to the Benefits Handbook to familiarize yourself with specific plan information.
 - Health: Medical, Prescription Drug, Dental and Vision
 - Wellness: Health Advocate, Teladoc Medical Experts, Sword Health Prevention Program, Employee Assistance Program and Care.com Family Resource Program
 - Spending Accounts/Savings Account: Health Care Flexible Spending Account, Limited Purpose Health Care Flexible Spending Account, Dependent Care Flexible Spending Account and Health Savings Account
 - Life: Basic Life Insurance, Group Variable Universal Life Insurance, Business Travel Accident Insurance and Voluntary AD&D Insurance
 - Disability: Short Term and Long Term
 - Voluntary Offerings: Choice Auto and Home, Personal Excess Liability Insurance, Identity Protection Benefit Program, Pet Insurance, Critical Illness, Accident Insurance and Hospital Indemnity
 - Other Benefits: Legal Assistance, MSK Direct, Bright Horizons Family Solutions and Goldman Sachs Ayco's SurvivorSupport® Financial Counseling Service
 - Transportation Reimbursement Incentive Program (TRIP)

- Investment & Retirement: Marsh & McLennan Companies 401(k) Savings & Investment Plan, Supplemental Savings & Investment Plan, Marsh & McLennan Companies Employee Stock Purchase Plan and Marsh & McLennan Companies US Retirement Program

- ☐ Go to Colleague Connect (<https://mmcglobal.sharepoint.com/sites/Home>), click **Pay & Benefits**, then under **My Pay & Benefits**, select **Life Events** under the Health & Wellness.

Plan

- ☐ Access the Medicare website (<http://www.medicare.gov>) for enrollment information and answers to frequently asked questions.
- ☐ Access the Social Security website (www.ssa.gov/retirement) for their retirement related information.
- ☐ If you have Long-Term Incentive and/or Mandatory Bonus Deferral (MBD) awards, go to Colleague Connect (<https://mmcglobal.sharepoint.com/sites/Home>) and click **Pay & Benefits** and select **Fidelity NetBenefits®** to view your awards and confirm your personal phone number(s) and email address are on file with Fidelity Stock Plan Services. Contact Executive Compensation by calling +1 212 345 9722 or via email at mmc.compensation@mmc.com for information about the impact of a termination of employment, including retirement, on these awards. Note that both active and terminated employees can access their award information by going directly to Fidelity Stock Plan Services' NetBenefits website www.NetBenefits.com.

Take Action

If ready to start the retirement process:

- ☐ Contact HR Services at +1 866 374 2662, any business day, from 8:00 am to 8:00 pm, ET, to request a Marsh & McLennan Companies Retirement Plan Retirement Benefit Package at least 30 days but not more than 90 days before your anticipated Benefit Commencement Date. You will need to provide HR Services with your termination date, the date of birth and relationship of your intended contingent annuitant or period certain designated survivor and the month and year you want to start your benefits. See "Commencing a Benefit" within the Marsh & McLennan Companies Retirement Plan section of the Benefits Handbook for additional details. Generally, a retirement benefit commencement package will be sent within 15 business days of your request for a Benefit Commencement Date.
- ☐ If you decide to commence your benefit on the Benefit Commencement Date specified in the Marsh & McLennan Companies Retirement Plan Retirement Benefit Package, complete the enclosed forms and provide the requested information as instructed by the date indicated in the retirement benefit commencement package. Submit your completed Marsh & McLennan Companies Retirement Plan Retirement Benefit Options Form and applicable paperwork as directed.
- ☐ If you (and your eligible family members) are enrolled in active employee medical coverage and eligible to participate in pre-65 retiree medical coverage, active employee medical coverage for you and your eligible family members ends on the last day of the month in which you terminate employment. If you are eligible to participate in pre-65 retiree medical coverage, you will be given an opportunity to enroll immediately following your termination of employment or defer your Marsh McLennan pre-65 retiree medical coverage enrollment to sometime in the future, however, prior to your attainment of age 65.

If you are eligible to participate in pre-65 retiree medical coverage, determine your optimum pre-65 retiree medical coverage participation date and call HR Services at +1 866 374 2662 at least 30 days prior to your pre-65 retiree medical coverage participation date. The requirement to contact HR Services at least 30 days prior to your pre-65 retiree medical coverage participation date will be waived if you elect to participate in pre-65 retiree medical coverage within 60 days following your termination from Marsh McLennan.

If you defer, no immediate action is required at termination unless you wish to elect COBRA. My Benefits Service Center, the Company's COBRA Administrator, will automatically mail a package, including a COBRA election form and an explanation of your COBRA rights to your home address on file. If you wish to elect COBRA coverage, complete your COBRA election form and return it to My Benefits Service Center within your 60-day COBRA election period.

- ☐ **The Company does not offer retiree healthcare coverage for Medicare-eligible former employees and their Medicare-eligible family members.** When you or an eligible family member reach age 65 or become eligible for Medicare, you and/or your eligible family member(s) may obtain individual healthcare insurance coverage in any manner you or they choose. One (but not the only) individual healthcare insurance coverage option is through Mercer Marketplace Retiree, a Mercer Marketplace company, which is a business unit of Mercer (US), Inc., a wholly owned subsidiary of the Company. Mercer Marketplace Retiree will mail information directly to your primary address on file about the individual healthcare insurance options made directly available to you through Mercer Marketplace Retiree. The Company does not sponsor or endorse Mercer Marketplace Retiree or any of the individual healthcare insurance coverage options available through Mercer Marketplace Retiree. The Company's sole function with respect to Mercer Marketplace Retiree is to make you aware of it.

If I've just retired:

- ☐ Decide whether you want to continue your active medical coverage through COBRA. If you want to continue your active medical coverage through COBRA, enroll in COBRA medical, after you receive your COBRA election form and explanation of your COBRA rights from My Benefits Service Center, the Company's COBRA Administrator.

If you (and your eligible family members) are enrolled in active employee medical coverage **but you are not eligible to participate in pre-65 retiree medical coverage**, coverage for you and your eligible family members ends on your last day of employment.

COBRA medical coverage will automatically be offered to you. **You will have 60 days from the date of the COBRA notice to elect COBRA continuation.** Your COBRA premium will be due 45 days from your election date. The COBRA medical coverage effective date will be the day following your last day of employment.

- ☐ If you (and your eligible family members) are enrolled in active employee medical coverage and eligible to participate in pre-65 retiree medical coverage, active employee medical coverage for you and your eligible family members ends on the last day of the month in which you terminate employment. If you are eligible to participate in pre-65 retiree medical coverage, you will be given an opportunity to enroll immediately following your termination of employment or defer your Marsh McLennan pre-65 retiree medical coverage enrollment to sometime in the future, however, prior to your attainment of age 65.

If you are eligible to participate in pre-65 retiree medical coverage, determine your optimum pre-65 retiree medical coverage participation date and call HR Services at +1 866 374 2662 at least 30 days prior to your pre-65 retiree medical coverage participation date. The requirement

to contact HR Services at least 30 days prior to your pre-65 retiree medical coverage participation date will be waived if you elect to participate in pre-65 retiree medical coverage within 60 days following your termination from Marsh McLennan.

If you defer, no immediate action is required at termination unless you wish to elect COBRA. My Benefits Service Center will automatically mail a package, including a COBRA election form and an explanation of your COBRA rights to your home address on file. If you wish to elect COBRA coverage, complete your COBRA election form and return it to My Benefits Service Center within your 60-day COBRA election period.

- ☐ **The Company does not offer retiree healthcare coverage for Medicare-eligible former employees and their Medicare-eligible family members.** When you or an eligible family member reach age 65 or become eligible for Medicare, you and/or your eligible family member(s) may obtain individual healthcare insurance coverage in any manner you or they choose. One (but not the only) individual healthcare insurance coverage option is through Mercer Marketplace Retiree, a Mercer Marketplace company, which is a business unit of Mercer (US), Inc., a wholly owned subsidiary of the Company. Mercer Marketplace Retiree will mail information directly to your primary address on file about the individual healthcare insurance options made directly available to you through Mercer Marketplace Retiree. The Company does not sponsor or endorse Mercer Marketplace Retiree or any of the individual healthcare insurance coverage options available through Mercer Marketplace Retiree. The Company's sole function with respect to Mercer Marketplace Retiree is to make you aware of it.
- ☐ If you were enrolled in the active Company Dental Plan, Vision Care Plan, Employee Assistance Program, Teladoc Medical Experts, Health Advocate, Healthcare Flexible Spending Account or Limited Purpose Flexible Spending Account coverage, decide if you would like to enroll in COBRA to continue the coverage. Enroll in the applicable plans you wish to continue after you receive your COBRA election form and explanation of your COBRA rights from My Benefits Service Center, the Company's COBRA Administrator.
- ☐ Call HR Services at +1 866 374 2662 to find out how to convert your life or accident insurance coverage.
- ☐ If applicable, complete a Marsh & McLennan Companies 401(k) Savings & Investment Plan Benefit Distribution Form and submit according to the instructions.
- ☐ If you are enrolled in the Employee Stock Purchase Plan, decide if you want to keep your stock in your Fidelity Stock Plan Services (Fidelity) Employee Stock Purchase Plan account, sell stock or transfer your stock to another brokerage account. Contact Fidelity at +1 800 544 9354 (US employees only) to sell stock or transfer stock. If you currently own shares in your stock plan account at Morgan Stanley, the prior service provider, contact Morgan Stanley at +1 877 281 3287 or +1 801 617 7417 (US employees only).
- ☐ If you have Long-Term Incentive and/or Mandatory Bonus Deferral awards, you can access your award information by going to Fidelity Stock Plan Services' NetBenefits website www.NetBenefits.com.

Information You Will Receive

Prior to Retirement:

- ☐ Marsh & McLennan Companies Retirement Plan Retirement Benefit Package (if eligible and you have made a request with HR Services in advance)

Following Retirement (if applicable):

- ☐ COBRA Package
- ☐ Pre-65 Retiree Medical Letter (if eligible)
- ☐ Marsh & McLennan Companies 401(k) Savings & Investment Plan Termination Kit
- ☐ Employee Stock Purchase Plan
If you terminate employment before the end of the plan year and you are enrolled in the Employee Stock Purchase Plan, your contributions for the calendar quarter in which you leave, plus interest, will be refunded to you, and you will not be able to purchase shares at the end of that quarter. Shares that you own from prior purchases are yours to keep, sell or transfer according to your preferences.
- ☐ Supplemental Savings & Investment Plan
Since you are eligible to retire (at least age 55 with 5 years of vesting service or age 65 or older), your account will be paid in accordance with your most recent valid distribution form. If you do not have a valid distribution form on file, your account will be paid according to the plan terms. Upon retirement your Supplemental Savings & Investment Plan post-2004 account balance will be paid as soon as administratively practicable but no longer than 90 days after separation from service without regard to when you receive your Marsh & McLennan Companies 401(k) Savings & Investment Plan distribution. Your pre-2005 account balance will be paid after you terminate employment due to retirement.
- ☐ Marsh & McLennan Companies Retirement Plan Statement of Accrued Benefit (if eligible and you have not made a request with HR Services for a Marsh & McLennan Companies Retirement Plan Retirement Benefit Package to commence benefits)