



# How to Get Your ConocoPhillips Pension Benefits For Former Employees

**1** Initiate your retirement process

**2** Elect your form of pension payment

**3** Sign and return your pension paperwork

**START HERE**



# Start Your Retirement Process

Deciding to start your ConocoPhillips pension benefits is an important milestone that involves specific mandatory actions. The process requires you to be on top of every action step and deadline along the way. As you start your retirement process, **be sure to pay close attention to the steps you have to take and the specific deadlines for each one.**

This guide will help you stay on track throughout the process. To get started:

- 1 Get familiar with a few key terms related to the retirement process (at right).
- 2 Review the overall process timeline on the next page.
- 3 Learn all you can by using the [resources](#) available to you.
- 4 Understand how your actions will impact the [timing of your pension payment](#).
- 5 Get started on your [retirement process to-do list](#).

## Where to Find Information About Your Pension Benefit

Your Benefits Resources™ (YBR) is a website that contains your complete personalized pension benefit information. Log on to YBR at <http://digital.alight.com/conocophillips>. The first time you log on, you'll be asked to enter personal identification information. Then you'll be prompted to create a user ID, choose a password and set up security questions. If you've forgotten your user ID or password, click **Forgot User ID or Password** and follow the prompts.

If you need assistance using YBR, call a Benefits Center representative at **800-622-5501** or **718-354-1344**. Representatives are available from 8 a.m. to 6 p.m. Central time, Monday through Friday.

## Key Terms to Know

- **Benefit Commencement Date (BCD)** — the effective date of record used in calculating your vested pension benefit
- **Eligible to Retire** — you have met all requirements of the applicable pension plan to receive pension benefits
- **Initiate Retirement** — the act of requesting your pension paperwork to start your retirement process (must be done on Your Benefits Resources™ [YBR] or via the Benefits Center)
- **Retirement Kit** — a packet of information sent to a pension plan participant once he or she initiates retirement; it contains a personalized pension benefit estimate, legal notices and instructions
- **Vested Benefit** — a plan benefit value that an employee (or former employee) owns

## Initiating Your Retirement Process

You must request your pension paperwork to get started. [Learn how](#) on page 5.

# Your Overall Retirement Process Timeline

## Days Before Your Benefit Commencement Date (BCD)

90 Days



60 Days



30 Days



Benefit Commencement Date

### 60 to 90 Days Before Your BCD

#### What to do:

- Refer to your [Benefits Handbook](#) to determine your eligibility for pension benefits.
- Go to Your Benefits Resources (YBR) or call the Benefits Center to request your pension paperwork.

#### What to expect:

- Requesting your pension paperwork initiates the retirement process. You will receive a personalized retirement kit in the mail.

### 30 to 60 Days Before Your BCD

#### What to do:

- Review your personalized retirement kit.
- Elect your form of pension payment on YBR or call the Benefits Center.
- Obtain paperwork from the receiving plan or institution if rolling over your lump-sum pension payment.

#### What to expect:

- You'll receive a Pension Election Confirmation Statement and a Pension Election Authorization form in the mail after you elect your form of pension payment.

### 30 Days Before Your BCD

#### What to do:

- Verify the election on your Pension Election Confirmation Statement.
- Sign and return the Pension Election Authorization form.

#### Timing Is Everything

You must request your pension paperwork by the 15th of the month before your BCD.

**Please note:** This timeline represents the general retirement process for a former employee eligible for a pension benefit. Your actual retirement process may differ.

# Your Retirement Resources

Good planning is key to a successful retirement process. Learn all you can by taking advantage of the tools and resources available to you, both online and by phone.

## Online — [hr.conocophillips.com](http://hr.conocophillips.com):

Tool, link or resource	Access
Benefits handbooks and SPDs	Enter <a href="http://hr.conocophillips.com">hr.conocophillips.com</a> in your browser window, then select <b>Forms &amp; Documents</b> .

## Online — Your Benefits Resources (YBR):

Log on to YBR at <http://digital.alight.com/conocophillips>. You'll need your YBR user ID and password.

Tool, link or resource	Access
Project Retirement Income tool	Home page > Highlights for You > Project Your Retirement Income box
Interest Rate History document	Home page > Highlights for You > Retirement Hub box. Select the <b>Get Started</b> button. Under the <b>Answer Center</b> section, select <b>View Interest Rate History</b> for rates used for benefit calculations.
How to Choose the Best Form of Payment link	Home page > Highlights for You > Retirement Hub box. Select the <b>Get Started</b> button. Under the <b>Answer Center</b> section, select <b>More Retirement Resources</b> and click <b>How to Choose the Best Form of Payment</b> .

## By Phone — Benefits Center:

Call **800-622-5501** or **718-354-1344** between 8 a.m. and 6 p.m. Central time, Monday through Friday. You'll need your YBR password.

Tool, link or resource	Access
Retirement specialist	Say "Initiate Retirement" at the menu prompt (even though you may not be ready to initiate your retirement process yet).

# Initiate Your Retirement Process

## To Initiate Your Retirement, Request Your Pension Paperwork

To initiate your retirement process:

- Log on to YBR. From the **Home** page > **Highlights for You**, click the **Retirement Hub** box and then select the **Get Started** button. You can initiate the retirement process online, 24/7.
- OR call the Benefits Center to initiate the process through a retirement specialist from 8 a.m. to 6 p.m. Central time, Monday through Friday. Say "Initiate Retirement."

See [Receiving Your Pension Payments](#) for ways you can impact your benefit commencement date (BCD) and/or your pension payment date.

## Mailings You'll Receive

When you begin the retirement process, you'll receive the following packets of information:

- Personalized pension retirement kit (once you initiate retirement)
- Follow-up pension packet with your Pension Election Confirmation Statement and Pension Election Authorization form (once you make your pension payment election)

## Did You Know?

Your retirement request can expire if you do not return your signed paperwork by the deadline provided in your materials. It will expire on the later of (1) 60 days from when your original retirement paperwork is mailed to you OR (2) your BCD. If your retirement request expires, all submitted paperwork will be invalid and you'll have to initiate your retirement again.

# Receiving Your Pension Payments

## Your Pension Paperwork — Timing Is Everything

You may have the option to choose a lump-sum benefit payment or monthly annuity payments. No matter which form of payment you choose, you must request and submit specific paperwork to receive your money. Every step of the process must be completed by each deadline. Generally, your lump-sum payment will be made four to six weeks after your [benefit commencement date](#) (BCD).

### Important!

Your BCD is *not* the date on which you actually receive your pension payment. Generally, your lump-sum payment will arrive four to six weeks after your BCD.

#### Important Information About Critical Dates in the Retirement Process

- Request your pension paperwork about 60 to 90 days ahead of your BCD — but no later than the 15th of the month before your BCD.
- If you request your paperwork after the 15th of the month, your BCD will be delayed by a month.
- This date (the 15th of the month) is most critical if you elect a **lump-sum pension payment**, as the interest rate as of your BCD is used to calculate your benefit.
- If electing a **monthly annuity**, the Benefits Center must receive your completed pension paperwork on or before the fifth of the month before your BCD.
  - If the Benefits Center receives your pension paperwork on time, you can expect your first payment around your BCD.
  - If the Benefits Center receives your paperwork later in the process, your payment will be delayed accordingly.

# Receiving Your Pension Payments (continued)

## Meet Tony — who chose a lump-sum pension payment

Tony knows that the interest rate in effect on his benefit commencement date (BCD) is used to calculate the amount of his lump-sum payment. But he may not know that to get the BCD he wants, he must request his pension paperwork by no later than the 15th of the month before his desired BCD. If he requests it *after* the 15th, his BCD will be delayed to the first of the *following* month (and the applicable interest rate may change).

Here's how Tony's actions can impact his BCD.

Tony Gets His Desired BCD	Tony's BCD Is Delayed
Tony's desired BCD: <b>June 1</b>	Tony's desired BCD: <b>June 1</b>
Date he requests pension paperwork: <b>May 13</b>	Date he requests pension paperwork: <b>May 20</b>
Tony's actual BCD: <b>June 1</b>	Tony's actual BCD: <b>July 1</b>
Payment follows: <b>4 – 6 weeks after June 1</b>	Payment follows: <b>4 – 6 weeks after July 1</b>

## Meet Sylvia — who chose a monthly pension annuity

Sylvia requests her pension paperwork about 45 days before her BCD and elects a monthly annuity. To start getting her payments as quickly as possible, she doesn't wait until her deadline to complete and submit her final paperwork. The Benefits Center must receive all of her completed pension paperwork no later than the fifth of the month before her BCD to start getting her checks around her BCD.

Here's how Sylvia's actions can impact her first payment date.

Sylvia Gets Her Payment Sooner	Sylvia Gets Her Payment Later
Sylvia's desired BCD: <b>Oct. 1</b>	Sylvia's desired BCD: <b>Oct. 1</b>
Date the Benefits Center receives her completed paperwork: <b>Sept. 3</b>	Date the Benefits Center receives her completed paperwork: <b>Sept. 13</b>
Payments start about <b>Oct. 1</b>	Payments start about <b>Nov. 1</b> (may include two months of benefit payments)

**Please note:** These examples are for illustrative purposes only and may not represent your individual situation.

*Planning ahead sure pays off!*



# Your Retirement Process To-Do List

Do...	Know...
<b>60 to 90 Days Before Your Benefit Commencement Date (BCD)</b>	
<ul style="list-style-type: none"> <li><input type="checkbox"/> Request your pension paperwork to initiate your retirement process (on YBR or through the Benefits Center).</li> </ul>	<ul style="list-style-type: none"> <li>■ The Benefits Center must receive the required completed pension paperwork by the deadline printed on your pension paperwork.</li> <li>■ Your retirement request can expire if you don't complete the full retirement process on time.</li> </ul>
<b>30 to 60 Days Before Your Benefit Commencement Date (BCD)</b>	
<ul style="list-style-type: none"> <li><input type="checkbox"/> Review your pension paperwork to learn about the forms of pension payment that are available to you.</li> <li><input type="checkbox"/> Elect your form of pension payment on YBR or through the Benefits Center.</li> </ul>	<ul style="list-style-type: none"> <li>■ Information about forms of pension payment is also available on YBR and on <a href="http://hr.conocophillips.com">hr.conocophillips.com</a> in the benefits handbook for your pension plan.</li> </ul>

# Your Retirement Process

## To-Do List (continued)

Do...	Know...
<b>30 Days Before Your Benefit Commencement Date (BCD)</b>	
<ul style="list-style-type: none"> <li><input type="checkbox"/> When you receive your Pension Election Confirmation Statement, verify the form of payment you elected.</li> <li><input type="checkbox"/> If the confirmation statement is correct, sign and return the Pension Election Authorization form (in the envelope provided) by the deadline listed on your paperwork. If the confirmation statement is not correct, call the Benefits Center right away and speak with a retirement specialist.               <ul style="list-style-type: none"> <li>— If applicable, have your spouse sign his or her consent on the Pension Election Authorization form. The signature must be witnessed by a notary public. (See more about this to the right.)</li> </ul> </li> <li><input type="checkbox"/> If you wish, sign up for <a href="#">direct deposit</a> of your monthly annuity payments or lump-sum payment (portion that is not being rolled over) into your bank account.</li> <li><input type="checkbox"/> If you'd like to roll over your lump-sum pension payment to the ConocoPhillips Savings Plan, another tax-qualified plan or an IRA, obtain the rollover paperwork from the receiving plan or institution.</li> </ul>	<ul style="list-style-type: none"> <li>■ If you haven't already requested your pension paperwork (i.e., <a href="#">initiate retirement</a>), you should do so by the 15th of the month before your <a href="#">BCD</a>. If you do not initiate retirement at least by the 15th of the month, your BCD and your payment(s) will be delayed. See <a href="#">Receiving Your Pension Payment</a> for an example of how this works.</li> <li>■ Once you've elected your form of pension payment, you'll receive a Pension Election Confirmation Statement, along with a Pension Election Authorization form.</li> <li>■ A married participant (as of the BCD) who chooses a lump-sum payment OR a joint and survivor payment of less than 50% must have his or her spouse's notarized consent.</li> <li>■ You can sign up for direct deposit of your annuity payments either during your retirement process or at any other time in the future. If you choose a lump-sum payment, you may sign up for direct deposit of your payment during the retirement process only.</li> <li>■ If you choose to receive monthly annuity payments, the Benefits Center must receive your completed pension paperwork by the fifth of the month before your BCD to avoid a delay in your initial payment(s). See <a href="#">Receiving Your Pension Payment</a> for an example of how this works.</li> <li>■ Because the interest rate in effect as of your BCD is used to calculate your lump-sum pension benefit amount, your final benefit amount may differ from previous estimates you have received.</li> </ul>

# Your Retirement Process To-Do List (continued)

Do...	Know...
<b>After Your Benefit Commencement Date (BCD)</b>	
<ul style="list-style-type: none"> <li><input type="checkbox"/> At your home address on file, watch for an envelope with the ConocoPhillips logo in the return address. <b>It will contain your pension benefit check or your “pay advice” statement, depending upon how you elected to receive your payment.</b></li> <li><input type="checkbox"/> If rolling over your lump-sum pension benefit:               <ul style="list-style-type: none"> <li>— To the ConocoPhillips Savings Plan, check your Vanguard account for the electronic transfer of your lump-sum pension benefit.</li> <li>— To a qualified plan other than the ConocoPhillips Savings Plan, attach your lump-sum pension benefit check to the rollover paperwork and deliver all to the receiving plan or institution.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>■ Depending upon the form of pension payment you elect, you’ll receive your benefit payment(s) during this period.               <ul style="list-style-type: none"> <li>— If you elect annuity payments, your first check may include two months of payments combined, depending upon the date the Benefits Center receives your paperwork.</li> <li>— If you elect a lump-sum payment, your benefit will be calculated based on <a href="#">interest rates</a> as of your <a href="#">BCD</a>.</li> </ul> </li> </ul>

## How to Sign Up on YBR for Direct Deposit of Your Pension Payment(s)

- If signing up during your retirement process, you’ll be prompted for where you want to receive your payment(s). Click **Choose Where to Receive Your Payment(s) > Add Financial Institutions**. After entering your bank information, click **Save and Return > Direct Deposit Address** (radio button) > **Continue**.
- If signing up after you’re already receiving annuity payments, from the **Home** page in the **Your Information** section, click the **Pension Income** box > **Payment Information > Update Payment destination > Payment Destination(s) > Change** and follow the same instructions as above. Click **Change Payment Address** to save your change.

# When to Contact the Benefits Center

You can log on to YBR at <http://digital.alight.com/conocophillips> or call the Benefits Center (you'll need your YBR password) at **800-622-5501** or **718-354-1344** to:

- Change your personal information, such as a new address or phone number.
- Change or select direct deposit of your pension benefit (if you elected pension annuity payments).

## Did You Know?

You can add your home email address to your information in YBR, so that the Benefits Center can communicate with you by email.

If you forget your YBR user ID or password, reset them on YBR. You can get in immediately if you've established your security answers on YBR.

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This guide provides an overview of the retirement process related to the ConocoPhillips benefits administered and supported by Alight Solutions and is for information purposes only. If there is a discrepancy or conflict between this guide and the terms of the official plan documents and any underlying insurance contracts, as applicable, the official plan documents and insurance contracts will control. ConocoPhillips reserves the right to amend, change or terminate the plans or any underlying contract at any time and without notice, at its sole discretion, according to the terms of the applicable plan.

*We've worked hard for this...  
life is good!*

