

# Your spring 2019 benefits update.

For benefits-eligible employees in the U.S.



## New link and look for BMO U.S. Benefits

### In this issue...

- Why life event deadlines matter
- Do you know your commuter deadlines?
- Flexibility with the HSA
- When you need care - day or night
- Best of BMO
- Becoming eligible for Medicare
- Thinking about retirement?
- Plan with myRetirement Insight
- Take a vacation - your health and wellness depend on it
- LifeWorks: There's a toolkit for that

Announcing the refreshed and rebranded **BMO U.S. Benefits** site – [www.bmousbenefits.com](http://www.bmousbenefits.com) – your go-to source for information about your benefits! This site replaces the former [www.myaccessbenefits.com](http://www.myaccessbenefits.com) link.

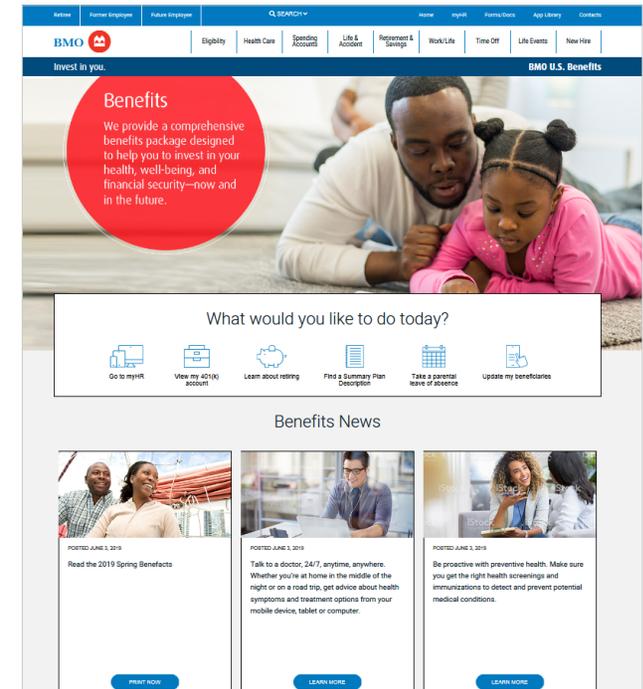
Taking an active role in managing your benefits and getting information about your benefits when you want it needs to be quick and flexible!

With an intuitive and engaging design and better navigation and search functionality, BMO U.S. Benefits makes it easy to find what you're looking for. Want to log a life event? Contact a plan provider? Need a Summary Plan Description or annual enrollment materials? – it's all right here. Be sure to visit often to see featured articles in the Benefits News section.

Check out the BMO U.S. Benefits site today and share the [www.bmousbenefits.com](http://www.bmousbenefits.com) link with your spouse or dependents covered on your plans.

### Benefits information on-the-go

Chances are you need information about your benefits when you're on-the-go. The new BMO U.S. Benefits site is designed to be accessible from your mobile phone or tablet, so when you are at your doctor's office or meeting with your financial planner, you can pull up the information you need. Be sure to bookmark the new site on all your devices.



**TIP:** As you are reading through this Benefits update, keep an active myHR window open so that links open properly.

# Your spring 2019 benefits update.

For benefits-eligible employees in the U.S.



## Why life event deadlines matter

The pre-tax group health insurance elections you make are generally irrevocable for the plan year under Section 125 of the Internal Revenue Code. However, the IRS permits exceptions for [qualifying life events](#), such as getting married or having a baby. Changes to benefits must be completed within **31 days** of the event (or 90 days for a birth/adoption of a child).

If you do not take action in a timely manner, the request to add, cancel or change your benefits due to the qualifying life event will be denied. Unfortunately, once the deadline has passed, no changes are permitted until the next annual enrollment or a subsequent qualifying life event, whichever comes first.

It's easy to change your coverage or add a dependent during the 31-day window and only takes a few minutes in myBenefits or through the Human Resources Centre. The checklists on the home page of myHR will also guide you as you experience certain life events, including changing your benefits.

### Quick tip

If you know of an event coming up, create a calendar reminder now so you don't miss the 31-day deadline.

After you complete your life event, review and **save a copy of your confirmation statement** to ensure you made all the appropriate changes.

Often as a result of a life event, you will also need to update your beneficiaries. Check out the "Update my beneficiaries" section of the new BMO U.S. Benefits site for instructions on how to make changes for your life, 401(k) and ESPP plans.

## Spring into action with digital coaching

For Consumer Choice Plan participants, ActiveHealth® Management's [Digital Coach](#) gives you quick access anytime to over 150 health topics right from your smartphone or computer.

Through insightful articles, games, videos and other resources, you can build healthy habits at your own pace. If you have questions, contact ActiveHealth at 1-877-489-9403, press 2 for MyActiveHealth.

## Do you know your commuter deadlines?

Getting to and from the office can sometimes be a challenge but BMO's [Commuter Program](#) is intended to help make your commute easier and cheaper. Depending on your location and commuting needs, the program offers a variety of options that let you benefit from pre-tax savings for eligible transit and parking expenses.

You can manage your commuting needs easily online through Your Spending Account (YSA) or through the Human Resources Centre (1-888-927-7700, say "Spending Accounts").

The program works with many transit providers, so it's important to know the deadlines for changing your commuter products. Submit your changes in YSA by the **10<sup>th</sup> of each month** (or the **4<sup>th</sup> of each month** for New York Long Island and Metro North Railroad). Changes take effect the following month.

### Want to win a wearable fitness device?

Register and complete a Digital Coach topic by **June 30** and you'll be entered into a prize draw!

Your name must exactly match your name on your insurance card. If your middle initial is on your insurance card, type your first name and middle initial into the first name box on the registration page (e.g., "Sally S").



### Recurring order?

If you miss the change deadline, products for the upcoming month will be purchased on your behalf and due to IRS regulations, cannot be refunded.

# Your spring 2019 benefits update.

For benefits-eligible employees in the U.S.



More about benefits

## Flexibility with the HSA

Unlike the other health and insurance plans that only allow changes during annual enrollment or a qualifying life event, the **Health Savings Account (HSA)** lets you enroll or increase the amount you contribute, anytime throughout the year.

Better yet, when you enroll or increase your contribution, you will receive a top-up contribution from BMO, if you haven't yet received the maximum employer contribution for the year.

Keep in mind that you cannot change your contribution to be less than you have already contributed through payroll deductions for the year.

It's easy to enroll or increase your Health Savings Account contribution amount:

1. In myHR, go to the **My Pay & Benefits** tab.
2. Click on the Health and Insurance tab in the **My Benefits** section.
3. Next to Review your health and/or insurance information, click **Launch**.
4. Click the **Enroll Now** button and then click Continue to begin.
5. Click **View/Change** and enter your new contribution amount.



## When you need care - anytime, day or night

### Register now to save time later

A virtual visit lets you see and talk to a doctor from your mobile device or computer without an appointment, 24 hours a day, seven days a week. Virtual visits typically cost much less than an office visit and can be used for non-emergency medical conditions.

To use virtual visits, first you need to register with your claims administrator, and then register with the virtual provider. Your dependents need their own account, so take the time to create accounts for your family now. That way, you can set up a doctor visit quickly, whenever you need it.

Visit your claim administrator's website - [Blue Cross](#) or [UnitedHealthcare](#) - and register now!

### New for Blue Cross

Starting July 1, 2019, Blue Cross is expanding virtual visits to include behavioral health providers. Behavioral health virtual visits are already offered by UnitedHealthcare.

# Your spring 2019 benefits update.

For benefits-eligible employees in the U.S.



## Best of BMO

At BMO, we want our employees to have access to a wide range of exclusive banking benefits and personalized services. As employees, you are valued advocates and customers, and that is why we've designed [Best of BMO](#), a convenient, secure and unique program for you.

Here are just a few highlights:

- Fee free chequing accounts with many associated benefits
- Special employee offers on credit cards
- Our best offers on Mortgage and Lending products
- Access to a BMO Wealth Management Professional who will help you develop a complimentary Financial Plan, and reduced advisory fees of certain management accounts

Check out the Best of BMO site for updates and new offers, and to learn about what BMO can do to help you meet your financial needs.

## Becoming eligible for Medicare

As you approach age 65, you may begin receiving information about your eligibility for benefits under the Social Security and Medicare programs. The [effect of Medicare enrollment on BMO plan benefits](#) depends on whether you are actively working, on long-term disability, or experiencing end-stage renal disease.

Status	Effect of Medicare
<b>Actively working</b>	If you are covered under BMO's Consumer Choice Plan at the time you become eligible for Medicare, you can defer your Medicare enrollment until you retire. Medicare offers special enrollment periods that will allow you to enroll later without any penalties when you lose your group coverage.
<b>Long-term disability</b>	Apply for Social Security disability benefits and enroll in Medicare A and B (to maintain coverage under BMO's medical plan). Once your Social Security benefits begin, you are eligible for Medicare after 24 months.
<b>End-Stage Renal Disease</b>	BMO's plan covers you for 30 months from the date you first start dialysis. After 30 months, Medicare becomes the primary plan with BMO's medical plan as second payer.

### Applying for a Medicare special enrollment period

If you deferred enrollment in Medicare for yourself or a covered dependent during your initial enrollment period, you can apply for a special enrollment period. To apply, you will likely have to complete Social Security Administration employment verification form [CMS-L564](#).

BMO will need to complete a section of the form verifying the dates of your medical coverage. Fax the form to our **Benefits Administrator** (Alight Solutions) at 1-866-894-6684 for processing and allow 5-7 business days from receipt for your form to be processed and returned to you.

### HSA's and Medicare

The IRS only allows Health Savings Account contributions if you or your dependents are not enrolled in Medicare. This includes Part A (automatic when you start receiving Social Security benefits) and Part B. If you or any of your dependents will become newly eligible for, or are already enrolled in, Medicare, speak to a tax advisor when considering contributing to an HSA.

# Your spring 2019 benefits update.

For benefits-eligible employees in the U.S.



## Thinking about retiring?

Careful planning is an important part of any journey, especially the road to retirement. When you're ready to approach that milestone in your life, here are some things you should do:

1. Review the **Retirement Checklist** under Life Events on your myHR home page.
2. Notify your manager and the HRC within 90 days of your intended retirement date.
3. Read [Your Benefits at Retirement](#) to determine what happens to your retirement savings plans and benefits when you retire.
4. Determine if you will be eligible for BMO's [Retiree Medical Program](#) by reviewing the Medical Summary Plan Description. You may also be eligible for medical, dental and vision coverage through COBRA.\*
5. Learn about Social Security and [Medicare](#) and, if you will be eligible at retirement.
6. Review [Best of BMO – US](#) to see how the program can help, from finding a financial advisor to discussing options for your Retirement (Pension) Plan, 401(k) Savings and ESPP.

\* If you are eligible for the Retiree Medical Program and you choose COBRA for your medical coverage instead of retiree medical coverage, you give up the right to enroll in the company's retiree medical coverage in the future. You may still choose COBRA continuation for your dental and vision coverage.

## myRetirement Insight

### A planning tool to help you get ready for retirement

Automatically populated with your BMO retirement program benefits and customized with a few additional inputs from you, myRetirement Insight will provide you with a retirement readiness score and offer suggestions on how you can optimize your retirement savings. With the tool, you can:

- project your future retirement savings,
- estimate your expenses at retirement, and
- see how long your savings are expected to last.

myRetirement Insight is accessible through your 401(k) Savings account via myHR, or through any internet-enabled device via ACCESSBenefits.



Check out the myRetirement Insight [handy guide](#) for tips on accessing and using the new myRetirement Insight planning tool, and the [Contact Us](#) guide for help in choosing the right retirement resource.



### Keeping your data safe

Later this year, the ACCESSBenefits portal will be upgraded. As a result, you will be asked to create new 401(k) login credentials. Watch for further communications about this enhancement to the portal.

# Your spring 2019 benefits update.

For benefits-eligible employees in the U.S.



## There's a toolkit for that



Sometimes getting help or advice can be challenging, particularly if it's a sensitive matter or you just don't know where to turn. The [LifeWorks](#) service, offered through BMO's benefits plan, makes it easy for you and your dependents to access helpful resources, tools and tips for a wide variety of situations.

Want to be prepared for an emergency? Need advice on how to get better sleep? Trying to create a will? LifeWorks has [toolkits](#) for that – and so much more. LifeWorks also offers a unique [LifeSpeak](#) library featuring short and informative videos from leading experts on topics such as mental health and stress management, relationships and parenting, fitness and health, and communication skills.

Check out the LifeWorks [orientation](#) to learn more about their services – all free and completely confidential. They're just a phone call away.

You can also have their services at your fingertips 24/7 with the LifeWorks mobile app. Search for 'LifeWorks' in the Apple App Store or Google Play.

## Take a vacation. Your health and wellness depend on it.

Going on vacation is an investment - in our health, our peace of mind, our relationships, and in the long run, our performance at and away from work. Take the time away from work to rest and recharge, spend time with family, and do the things you love! If you need convincing, here are five reasons to take your vacation time.

### Relieve stress

Studies show that taking vacation can reduce stress and health conditions such as headaches, cardiovascular diseases, cancer and other infections acquired due to a weaker immune system.

### Improve your mental skills

A well-rested mind is often more effective and productive. Time away allows you to regain energy and can give you new insights and perspectives.

### Improve your physical health

A vacation gives you time to step away from a daily routine that could use a refresh and help you catch up on sleep and exercise.

### Strengthen relationships

In our fast-paced daily routine, relationships with family and friends too often get put on hold. A vacation is a great opportunity to spend quality time together, reconnect, and build lasting memories.

### Enjoy life

Time off can be a great way to meet new people, laugh, or embark on a new adventure.



*BMO Financial Group reserves the right to suspend, amend or terminate any or all benefits and to change prices and premiums at any time. Employees will be notified of any plan or cost changes in advance. Note that information in this document is general in nature and does not create contractual rights. The plan contracts will govern if there is a discrepancy.*