

Planning to Retire Union Local G-555



Guidance on retirement planning and how to submit your retirement notice

Updated October 2025

Important Highlights

- To be eligible for a \$1,000 one-time retirement payment, you must submit your notice to DEOLaborRelations@dominionenergy.com **at least 3 months** before your retirement date
- You do NOT need to complete the pension commencement process more than 3 months before your retirement date or before you submit your notice of retirement
- Completing the pension commencement process online is the fastest and most efficient way to initiate your pension; however, **online retirement must be completed within 90 days or less** from your retirement date
- Pension payments begin on the first of the month that coincides with your retirement date; however, your SRA will be paid on a different date if you select a lump sum or rollover of your SRA payment (if applicable).
- To avoid a delay in your first pension payment ensure you i) provide at least 3 months notice to your People Leader/Supervisor and ii) complete and return your pension commencement forms at least 1 month before your retirement date
- There is a different Alight team and contact number that will assist you with commencing your **Retirement Medical Benefits**

Alight Contact Information



Pension

- 1-866-228-0289
- digital.alight.com/enbridge



Retirement Medical and Active Benefits

- 1-877-434-6996
- digital.alight.com/dominionenergy



What should I know as I plan for retirement?

Retirement is a significant life event, understanding what will happen, the order things need to happen and where to find more information is an important part of your experience. You can find resources to assist you divided into three categories:

- **Planning to Retire (90+ days out)** – What to know before submitting your retirement notice
- **Preparing to Retire (Less than 90 days out)** – How to complete your pension commencement and sign up for retiree benefits, if applicable.
- **Retirement** – What to know after you have retired

Planning to Retire (*more than 90 days before your intended retirement date*)

To ensure a smooth and well-prepared retirement, begin planning at least three months before your intended retirement date. This gives you time to:

- **Gather all relevant retirement benefits and financial information.**
 - Use the pension projection tool available on <https://digital.alight.com/enbridge> to see the amount of pension you will receive on your intended retirement date
- **Meet with a qualified financial advisor.**
- **Choose your official retirement date-** Select a date that is at least three months in the future. Must be the 1st of the month.
- **Begin the formal retirement process:**
 - Notify your People Leader/Supervisor of your intent to retire
Early notice also allows your leader to plan for operational continuity, including transitioning responsibilities and training a replacement.
 - If you plan to take time off between your last working day and your final paid day, code your time using any accrued vacation, personal holiday, floating holiday and time off with People Leader/supervisor approval.
 - Complete the **Intent to Retire form** attached to this document and give it to your People Leader/Supervisor
- **IMPORTANT NOTE:** You may be eligible for a **one-time \$1,000 payment** if you submit your retirement notice in writing at least **three (3) months prior to your retirement date**, as outlined in **Attachment S** of the Collective Bargaining Agreement.

To qualify, your written notice must:

- Clearly state your retirement effective date (must be the 1st of the month),
- Include your signature and the date signed.
- Submit your notice by email to DEOLaborRelations@dominionenergy.com no later than three (3) months before your retirement date (e.g., submit by August 1 for a November 1 retirement).
- Please complete and attach the Intent to Retire form when submitting your notice.

You DO NOT need to complete the pension commencement process in order to submit your retirement notice



Preparing to Retire (90 days or less before your retirement date)

Step 1: Provide retirement notice

Ensure you've completed all steps under *Planning to Retire* on page 1, including providing written notice of your intent to retire to your People Leader/Supervisor and to the DEO Labor Relation email address.

Step 2: Commence your pension online

To begin your pension commencement process, please log in to the <https://digital.alight.com/enbridge>. The online process takes approximately 30 minutes to complete. **Note: You cannot commence your pension online unless you are within 90 days of your retirement date.**

1. From the homepage, navigate to **Your Retirement Hub** and select **Get Started**.
2. Before you begin, ensure you have the following information and documents ready:
 - Your **retirement date** (must be the 1st of the month)
 - Your **beneficiary's name and date of birth**
 - **Banking information**, including a **VOID cheque** with your account and routing numbers
 - Your **birth certificate** or other proof of date of birth
 - **Divorce decree** or **QDRO** (if applicable)
3. Follow the guided steps to complete your pension commencement online.

Note: The online process is the fastest and most efficient way to initiate your pension. If you prefer to speak with a representative, you may contact Alight at **1-866-228-0289**, Monday to Friday, 8:00 AM to 4:00 PM Eastern Time.

Please be aware that:

- Choosing the phone/mail option may delay your pension kit by **6 to 8 weeks**.
- You will need to schedule **multiple appointments** with a pension specialist.
- It is your responsibility to be available at the scheduled times. Missed calls will require rescheduling.

Once your pension election is complete, payments will begin on the **first of the month** that coincides with your retirement date. Payments are issued by **BNY Mellon** on the **first business day of each month**, with applicable taxes withheld.

Supplemental Retirement Account (SRA) benefit (if applicable)

If eligible, your SRA benefit will be processed as follows:

- **Monthly Annuity:** If elected, your SRA will be included in your monthly pension payments. If a recalculation is required, there may be a delay to your first payment, but any missed payments will be paid as soon as possible.
- **Lump Sum:** If chosen, it will be paid 1 – 2 months after the start of your monthly annuity payment.
- **Rollover:** Transfers to an IRA or qualified plan may take up to 5–6 weeks post-retirement.

You have **six months** from your last day of employment to elect a lump sum or annuity. If no election is made, the SRA value will be added to your regular pension.

Note:

- There are deadlines to return correct and complete pension elections and forms to ensure your first pension payments start on time. It is your responsibility to be aware of the dates described in your pension election kit. We recommend not waiting until too close to the deadline before submitting the documents. Generally documents should be submitted at least 1 month before your retirement date.
- Delays may occur due to incomplete forms, missing information, or setup issues with BNY Mellon. If your first pension or SRA payment is delayed, it will be issued the following month with retroactive pay.
- Taxation will be applied to your benefit based on IRS requirements. You should consult your personal financial professional with any questions on how this impacts your individual situation.



Step 3: Commence your Retirement Medical Benefits (if eligible)

To begin your retirement medical benefits, contact [Your Benefits Resources \(YBR\) – Alight](#) by calling **1-877-434-6996**, Monday to Friday, between **8:00 AM and 4:00 PM Eastern Time**, or visit the online portal.

Important Information:

- Your **active medical coverage ends** on the **last day of the month** in which your employment ends.
- If eligible, you may **elect to enroll in Retiree Medical Benefits** through YBR- Alight. YBR will guide you through the process and may schedule a consultation. Be sure to provide your **preferred contact number** and **time zone** for scheduling.
- Before calling, ensure you have a **confirmed retirement date** and have submitted your **intent to retire** to Human Resources.
- A **Retirement Medical Statement** will be mailed to you. You must **complete and return** this form to YBR.
- The **retirement medical enrollment process typically takes 6 to 8 weeks**.
- You can set up direct debit from your checking or savings account to pay your monthly premiums.
- If you are not eligible or do not enroll, you and your eligible dependents may be eligible to continue your coverage through COBRA for up to 18 months.
- You have the option of commencing your Retiree Medical benefit immediately as of the first day of the month following your employment termination date, or deferring coverage until a later date. This is a one-time opportunity to defer coverage for yourself and any eligible dependents at the time of your retirement.

Important: If you enroll in retiree medical coverage and later drop it or become ineligible, you will **not be able to reenroll** in the future

Step 4: Other information

Review the table below for other information to consider

Program	Contact Details
<p>401(k) Savings</p> <p>HR will notify Voya after your departure date has been entered in the payroll system. Within 5-7 business days of receiving your departure date, Voya will mail you an information package, including a detailed guide and options. Options may include keeping your savings in the Enbridge 401(k) plan, requesting a lump-sum distribution or rollover.</p> <p>Distribution choices and rules can be complex. Voya is available to answer your questions, and you are encouraged to talk with your tax advisor and/or financial planner before deciding how to take a distribution.</p> <p>Reminder: If you kept a balance in the Dominion 401(k), the Voya contact information is https://dominionenergy401k.voya.com/ and 1-888-366-4015.</p>	<p>VOYA</p> <p>1-855-334-4863</p> <p>VOYA Online</p>
<p>Vacation Payout / Personal Holiday Pay</p> <p>Expect any remaining accrued vacation or personal holiday time to be paid on your final pay.</p>	<p>Your Benefits Resources (YBR)</p> <p>1-877-434-6996</p> <p>Your Benefits Resources</p>
<p>Short-Term Incentive Plan - STIP (formerly AIP)</p> <p>If eligible, your STIP award will be pro-rated for active employment in the year that you retire.</p>	<p>Human Resources Business Partner</p>



Retirement Award Card

Questions and information regarding the [Retirement Award Card](#)

Dominion Helpline

1-877-947-4636 Option 2 for HR / Payroll

Company Owned Assets

Please ensure that all company-owned assets—including your laptop, phone, keys, access card, and vehicle—are returned by the end of your final scheduled workday.

Your People Leader/Supervisor

Coordinate with your People Leader/Supervisor to arrange the return of these items and confirm that all returns are properly documented.

Retirement

Additional details once you have retired:

Topic	Contact Details
Pension Payments Once you have commenced your pension benefit your key point of contact is BNY Mellon who is the trustee of the plan. Your monthly pension will be deposited into your bank account and future 1099 tax slips will be issued by BNY Mellon.	BNY Mellon 1-844-255-7659 Monday to Friday 8AM to 6PM Eastern Time
Retirement Medical Questions related to your Retirement Medical can be made directly to Your Benefits Resources (YBR).	Your Benefits Resources (YBR) 1-877-434-6996 Monday to Friday 8 AM to 4 PM Eastern Time
Enbridge Payroll Your final W2 will be issued by Enbridge and will be mailed to your home address in February of the following year you retire.	Your Benefits Resources (YBR) 1-877-434-6996 Monday to Friday 8 AM to 4 PM Eastern Time



Notice of Intent to Retire

Complete and sign this form and send via email to the following:

- Labor Relations at DEOLaborRelations@dominionenergy.com
- Your assigned HRBP (check with your people leader/supervisor if you do not know who is assigned to you)

I, **(First and Last Name)** _____, hereby submit my formal notice of intent to retire

from **Enbridge**, effective **(Retirement Date – Month, Day, Year)** _____.

Signature: _____

Employee ID: _____

Date Signed: _____

NOTE: Pension Payments will commence the first of the month that coincides with your date of retirement.