



# Your Benefit and Rights Obligations Upon Separation

## Calendar Year 2025

As a result of your employment separation, you may have certain rights with regard to your benefits. A summary of those rights and obligations follows:

### Medical, Dental and Vision Insurance

If you are enrolled in medical, dental and/or vision insurance, your coverage will continue through the end of the month of your employment separation date. Your rights with regard to medical, dental or vision insurance continuation will be sent to you by the Grant Thornton Benefits Center. A COBRA notice will be sent to your home address within 30 days of your last day of employment. Please contact the Grant Thornton Benefits Center for assistance as 833-476-2341.

**If you are Medicare eligible at the time of your separation, please review your medical summary plan description (SPD) to see how COBRA coordinates with Medicare.**

### Healthy Lifestyle Credit

If you completed the appropriate steps to qualify for the Healthy Lifestyle credit, you must be an active employee at the time the Healthy Lifestyle credit begins to receive the appropriate per-pay period credit. Employer will stop credit on final paycheck.

### Group Basic Life & Accident Insurance

Your Firm-provided basic life and accidental death and dismemberment insurance will continue through the end of the month of your employment separation date. You have the right to convert your life policy to an individual policy within 31 days from the date your coverage ends. For conversion and portability forms contact MetLife at 800-438-6388. Information concerning coverage amounts and premium rates must be directed to the insurance carrier at the address or phone number indicated on the forms.

### **Group Variable Universal Life Insurance**

Group variable universal life insurance for yourself, spouse and/or child will continue through the end of the month of your employment separation date. Continuation of coverage information will be mailed directly to you by MetLife within 31 days of your last date of employment. If you have any questions, please contact MetLife at 800-846-0124.

### **Frozen Term Life Insurance**

Frozen term life insurance for yourself, spouse and/or child will continue through the end of the month of your employment separation date. You have the right to port this policy if the Basic Life Insurance policy has been ported. MetLife will send out conversion and portability forms upon your termination. Information concerning coverage amounts and premium rates must be directed to the insurance carrier at the address or phone number indicated on the form. You must convert or port your policy within 31 days of your termination.

### **Group Voluntary Accident Insurance**

Voluntary accidental death and dismemberment insurance will continue through the end of the month of your employment separation date. You have the right to port this policy if the Basic Life Insurance policy has been ported. MetLife will send out conversion and portability forms upon your termination. Information concerning coverage amounts and premium rates must be directed to the insurance carrier at the address or phone number indicated on the form. You must convert or port your policy within 31 days of your termination.

### **Long Term Disability Insurance**

If you are enrolled in long term disability insurance with Lincoln Financial Group and are disabled at the time of your employment separation date, a benefit may still be payable after the 90 day elimination period. In all other cases, the insurance coverage ends the date of your employment separation. For conversion and portability forms email the Firmwide Benefits Group at [benefits@us.gt.com](mailto:benefits@us.gt.com) or call 312-602-8310. You may apply for a conversion policy provided you were continuously insured for at least 12 consecutive months immediately before your coverage ceased. There are instances when you may not convert to an individual policy. Conversion must be requested within 31 days of the date your coverage ends.

### **Group Critical Illness Insurance**

If you are covered for critical illness insurance, your coverage continues through the end of the month of your employment separation date. You may continue this coverage after your employment separation. MetLife will bill you directly after your employment separation. If you have questions regarding your coverage please visit [www.metlife.com/mybenefits](http://www.metlife.com/mybenefits) or call 800-438-6388.

### **Auto, Home Insurance**

If you are covered for auto, home insurance, your coverage continues through the end of the month of your employment separation date. You may continue this coverage after your employment separation. If you have questions regarding your coverage please call 855-200-7703 to speak with a Mercer Choice Auto/Home customer service representative.

### **Nationwide Pet Insurance**

If you are enrolled in the Nationwide Pet Insurance plan, you will be notified by Nationwide and asked to update your billing information to keep the policy active. If you have questions regarding your coverage please contact Nationwide Member Care at 855.672.7093

### **Flexible Spending Account – Health Care Reimbursement**

If you have a balance in your health care flexible spending account or limited flexible spending account at the time of your employment separation, you may seek reimbursement for eligible expenses incurred while enrolled in the plan and on or prior to the date your employment separation. You may request reimbursement from HSA Bank, the third party administrator, using the same process as an active employee. Your claims for expenses must be submitted for reimbursement with a postmark date no later than March 31 of the year following the date your employment separation. Any remaining unclaimed funds in your account will be forfeited.

Your rights with regard to medical, dental or vision insurance continuation will be sent to you by the Grant Thornton Benefits Center. A COBRA notice will be sent to your home address within 30 days of your last day of employment. The health care flexible spending account may be continued through the end of the plan year on an after-tax basis under the provisions of COBRA. To continue coverage, you must complete and return the COBRA Election Form to the COBRA administrator. For questions or other assistance you may call the Grant Thornton Benefits Center at 833-476-2341.

### **Flexible Spending Account – Dependent Care Reimbursement**

If you have a balance in your dependent care flexible spending account at the time of your employment separation, you may seek reimbursement for eligible expenses incurred while enrolled in the plan and on or prior to the date your employment separation. Any remaining unclaimed funds in your account will be forfeited.

You may request reimbursement from HSA Bank, the third-party administrator, using the same process as an active employee. Your claims for expenses must be submitted for reimbursement with a postmark date no later than March 31 of the year following your employment separation. Dates of service may not be later than your last day of employment. For questions or other assistance, you may call the HSA Bank at 800-357-6246.

### **Lifestyle Spending Account – Lifestyle Spending Reimbursement**

If you have a balance in your lifestyle spending account at the time of your employment separation, you may seek reimbursement for eligible expenses incurred while enrolled in the plan and on or prior to the date your employment separation. You may request reimbursement from HSA Bank, the third-party administrator, using the same process as an active employee. Your claims for expenses must be submitted for reimbursement no later than 30 days following the date your employment separation. Any remaining unclaimed funds in your account will be forfeited. Dates of service may not be later than your last day of employment. For questions or other assistance, you may call the HSA Bank at 800-357-6246.

### **Flexible Spending Account – Parking Reimbursement**

If you have a balance in your parking spending account at the time of your employment separation, you may seek reimbursement for eligible expenses incurred while enrolled in the plan and on or prior to the date your employment separation. Any remaining unclaimed funds in your account will be forfeited. For questions or other assistance you may call Wired Commute at 888-235-9223.

### **Flexible Spending Account – Mass Transit**

If you have a balance in your mass transit spending account at the time of your employment separation, you may seek reimbursement for eligible expenses incurred while enrolled in the plan and on or prior to the date your employment separation. Per IRS requirements, any remaining unclaimed funds in your account will be forfeited. For questions or other assistance, you may call Wired Commute at 888-235-9223.

### **Health Savings Account**

This is an individually-owned account and you may continue to make contributions after your employment separation date if you continue to be enrolled in a qualified high deductible health plan. If you have a balance in your account at the time of your employment separation, the balance will continue to roll over from year to year and you may continue to seek reimbursement for eligible expenses. You will be responsible for all account fees after your employment separation. Employer contributions stop at the end of the month of separation. You may request reimbursement using the same process as an active employee. For questions or other assistance, you may call HSA Bank at 800-357-6246.

### **Group Legal Services & Identity Theft Protection**

Group legal Services will end on the last day of the month of your employment separation date. If you would like further information, please contact MetLife's Hyatt Legal Services at 800-423-0300 regarding your conversion options. You must apply for conversion within 30 days of the date your coverage ends.

Identity theft protection coverage will end on the last day of the month of your employment separation date.

You are eligible for conversion. InfoArmor will send you an email once your separation is processed, and you will have 90 days to elect to continue coverage. For questions or other assistance, you may contact InfoArmor at [clientservices@infoarmor.com](mailto:clientservices@infoarmor.com) or 800-789-2720.

### **401(k) Savings Plan**

#### **Outstanding Loans**

You may pay off all outstanding loans no later than 90 days after your employment separation date via a certified check or money order. Call Schwab's Retirement Plan Hotline at 800-724-7526 to obtain the amount of your outstanding loan balance. Your certified check or money order should be made payable to Charles Schwab Bank Trust for Grant Thornton LLP 401K Savings Plan and mailed to Schwab Retirement Plan Services, Inc., Attn: Schwab Retirement Plan Services, Inc., P.O. Box 5050 Richfield, OH 44286-5050. On the memo line of your check or money order be sure to include your name, social security number and "pay off for loan number" (Include loan number).

If you do not pay off the balance of your loan within the 90-day period, your loan will be in default and it will be treated as a taxable distribution. You will receive a Form 1099 from Schwab at the end of the year in addition to a 20% withholding tax and the loan balance amount will be added to your taxable income for the year. 401K Loan deductions end as of the final paycheck.

#### **Mandatory Distribution of Balances under \$1,000**

If your account balance in the plan is less than \$1,000.00, excluding your rollover contributions, you are required to take a mandatory distribution. This mandatory distribution may be taken as a lump sum or may be rolled over into an IRA or into another qualified 401(k) plan. After the 45-day waiting period following your separation, Schwab will send you a letter indicating that if you do not request a rollover within 90 days from the date of the letter, you will receive a cash

distribution with the required 20% tax withholding. To initiate the rollover process, you should call the Schwab Retirement Hotline at 800-724-7526 and tell them you want to initiate a rollover.

You will need to provide the rollover institution's name and address and your account number. Since our plan has automatic approval for distributions or rollover, your rollover or distribution check will be processed on the day of your call and the check will be mailed to you within one week of your request. If you choose to take a cash distribution instead, remember a 20% withholding will be applied. Likewise, if you fail to contact Schwab within 90 days of receiving the letter, you will be sent a lump sum distribution which will include both your Grant Thornton plan balance (less than \$1,000) and any rollover contributions you may have in the plan (of any amount) less the 20% tax withholding.

### **Voluntary Distribution of Balances \$1,000 and Over**

If your account balance is over \$1,000, excluding your rollover contribution, you may leave your money in your account or you may request a withdrawal. You are not required to take a withdrawal if you do not wish to do so. Although you will not be making pre-tax contributions, your account will continue to accrue investment gains or losses according to your investment performance(s).

If you wish to withdraw your funds after your 45-day waiting period, you will need to call the Schwab Retirement Hotline at 800-724-7526 and request a Withdrawal. The representative will ask you if you want a cash distribution or if you want to roll your account over into an IRA account or another qualified plan. Please note: if you take a lump sum distribution, a 20% withholding will be applied. If you plan to rollover your account, you will need to provide the rollover institution's name and address and your account number. Since our plan has automatic approval for distributions or rollover, your rollover or distribution check will be processed on the day of your call and the check will be mailed to you within one week of your request.

### **Vesting**

When you withdraw your funds, you will receive 100% of your contributions. The firm's matching contributions will be provided to you in accordance with the following schedule:

For anyone who was hired before January 1, 2014, the vesting schedule is:

<b>Years of Vesting Service</b>	<b>Vesting</b>
1 year	20%
2 years	40%
3 years	100%

For anyone who was hired on or after January 1, 2014, the vesting schedule is:

<b>Years of Vesting Service</b>	<b>Vesting</b>
1 year	0%
2 years	0%
3 years	100%

### **Employee Retirement Plan**

For each year of service, Grant Thornton contributes four percent (4.0% or 6.0% for Executive Directors and Managing Directors) of your eligible annual compensation into a retirement account. Your benefit value increases accordingly with each year of service. You make no contributions to this retirement plan. If you are nearing age 72, please contact Firmwide Benefits at 312-602-8310 to request your Required Minimum Distribution to avoid excise tax penalties. If you're vested and age 55, you may call Firmwide Benefits at 312-602-8310 to request a distribution from your plan.

### **Mandatory Distribution of Balances under \$5,000**

If your benefit value is less than \$5,000 at your date of employment separation, you will be required to take a distribution the year following your employment separation date after the annual statements have been distributed. When the third party administrator prepares your statement, you will also be sent an election where you must elect either a lump sum payment or a rollover into an IRA account. If you chose a lump sum distribution, a 20% withholding will be applied. If you don't complete the distribution paperwork, your account balance will be rolled over into a Schwab IRA.

### **Distribution of Balances \$5,000 or Over**

If your benefit value is over \$5,000 and you are vested, you will be eligible to request your retirement benefit under this Plan when you attain retirement age, anytime between Early Retirement, age 55 and Normal Retirement, age 65. When you are eligible to receive your retirement benefits, you can either take a lump sum payment; roll your account into an IRA or a combination of both or request a monthly annuity. A 20% withholding will be applied to the lump sum distribution. You will continue to receive an annual benefit statement in the spring of each year until you are eligible to request your retirement benefits.

### **Vesting**

You are required to complete three years of service in order to receive benefits under the Grant Thornton Employees' Retirement Plan. Employees with less than three years will not be eligible to receive any retirement benefits under the plan.

If at any point in the future you are considering employment or become employed at a Grant Thornton Audit client (or affiliate of one) it may be necessary, under SEC independence standards, to sever all financial ties to Grant Thornton. This includes any vested balance in the Employee Retirement Plan. Failure to do so may result in an SEC independence violation for our firm. For further information, please contact the Independence Group.

### **Firmwide Benefits Group Contact Information**

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