

# GETTING DIVORCED

LIFE HAPPENS AND, WHILE IT'S NOT ANTICIPATED OR EASY, THERE ARE TIMES WHEN CHANGES TO RELATIONSHIPS ARE NECESSARY. WE KNOW THERE ARE MANY DETAILS THAT COME WITH PREPARING FOR A LIFE TRANSITION LIKE ENDING GETTING DIVORCED. THAT'S WHY WE HAVE THIS CHECKLIST TO HELP YOU REMEMBER A FEW THINGS YOU CAN DO TO ENSURE YOUR LIFE EVENT AND TRANSITION BACK TO WORK GO SMOOTHLY.

WHEN	WHAT YOU NEED TO DO	KEY RESOURCES
Before the Event	<ul style="list-style-type: none"> <li>Notify your direct leader of your need to take time off, if necessary, for any proceedings.</li> <li>If you have existing coverage under your partner's plan, learn about your own benefit options to ensure you have coverage for yourself and child(ren).</li> <li>Explore services through the Employee Assistance Program for parenting advice, personal support and counseling or legal/financial resources.</li> </ul>	<ul style="list-style-type: none"> <li>For Your Benefit &gt; Start Here &gt; Benefit Options</li> <li>REI Health Guide at 1-800-451-2967</li> <li>Employee Assistance Program: <a href="http://www.mylifevalues.com">www.mylifevalues.com</a> <ul style="list-style-type: none"> <li>Username: REI</li> <li>Password: EAP</li> </ul> </li> </ul>
After the Event	<ul style="list-style-type: none"> <li>Complete the Life Event Status Change Form within 30 days of your domestic partnership termination and update your benefit elections.</li> <li>Notify your bank, creditors, and governmental agencies of name change; close any joint accounts and open separate accounts.</li> <li>Contact the Social Security Administration for a personal earnings statement.</li> <li>Use resources through the Employee Assistance Program to help manage your finances, life transition and impact on your family.</li> <li>Update your current beneficiary information for any life or disability insurance, retirement plans, and your will.</li> </ul>	<ul style="list-style-type: none"> <li>To enroll, complete the Life Event Change Form in <a href="#">Waypoint</a> and then update your benefit elections at <a href="http://hr.rei.com">hr.rei.com</a> <ul style="list-style-type: none"> <li>If prompted sign in with your username and password.</li> <li>Navigate to Menu &gt; Myself &gt; Life Events.</li> </ul> </li> <li><a href="#">Social Security Administration</a></li> <li>Employee Assistance Program: <a href="http://www.mylifevalues.com">www.mylifevalues.com</a> <ul style="list-style-type: none"> <li>Username: REI</li> <li>Password: EAP</li> </ul> </li> <li>Schwab Retirement Services at 1-800-724-7526 or <a href="http://workplace.schwab.com">workplace.schwab.com</a></li> <li>Employee Service Center at 1-800-999-4734 or <a href="mailto:hrhr@rei.com">hrhr@rei.com</a></li> </ul>
Returning to Work	<ul style="list-style-type: none"> <li>Update your personal information in Employee Self Service (name and address, direct deposit, W-4 status and withholding, emergency contact information, etc.).</li> <li>Request new security badge, name placard, business cards, etc.</li> </ul>	<ul style="list-style-type: none"> <li>Update your personal information through <a href="http://hr.rei.com">hr.rei.com</a>.</li> <li>REI web &gt; Waypoint &gt; Service Catalog &gt; Campus &amp; Conference Room Services &gt; Building Access Badge</li> </ul>