



Intent to Retire

To be completed by employee and Human Resources

Contact your local Human Resources department at least three months before you want to stop working.

Employment Information

Last Name:	First Name:	Middle:
Social Security Number:	Date of Birth: (mmddyyyy)	Payroll Number:
Current Mailing Address:		
City:	State:	Zip Code:
Phone Number:	Personal Email Address:	
Last Day Worked:	Estimated Retirement Date: <i>(1st day of the month following your last day worked)</i>	
Current Marital Status: <input type="radio"/> Single <input type="radio"/> Married <input type="radio"/> Divorced	If divorced, date of divorce:	
If married, Spouse's Last Name:	Spouse's First Name:	Middle:
Social Security Number:	Date of Birth: (mmddyyyy)	
<i>If electing a non-spouse beneficiary for Joint and Survivor options, please complete the following:</i>		
Beneficiary Last Name:	Beneficiary First Name:	Middle:
Social Security Number:	Date of Birth: (mmddyyyy)	
How I choose to receive my retirement packet: <input type="radio"/> I will retire online (https://ypr.aon.com/riotinto) <input type="radio"/> Please mail my retirement package to me		

Employee Signature: _____ Date: _____

Required - Human Resources to complete:

HR Name: (print) _____ Phone: _____
HR Signature: _____ Date: _____

Please return to your local Human Resources Representative

If you need additional information, call the Rio Tinto Pension Center toll-free at 1-866-587-6232. Rio Tinto Pension Center Representatives are available between 9 a.m. and 5 p.m., Central time, Monday through Friday, excluding holidays.

Instructions After You Submit an Intent to Retire Form

Your employment termination date is critical to the processing of your retirement.

- Your last day working on Company property is your termination date.
- Once you submit an Intent to Retire Form with your termination date noted, Human Resources will process your termination in the payroll system for that date.
- If you have a change in your termination date it is your responsibility to communicate the new date to your leader and Human Resources. Failure to do so will have the following impacts on your pay/benefits:
 - You will not be paid for hours worked on a normal payroll cycle and your benefits may need to be reinstated, or
 - Your pension benefit payments will be delayed.
- Generally, you are covered under your active employee health and welfare benefits until the last day of the month in which you terminate. For example, if your termination date is:
 - January 5th your active health and welfare benefits end January 31st
 - December 31st your active health and welfare benefits end December 31st
- Your earliest date you can commence your benefit from the pension plan is the first date of the month after you terminate. For example, if your termination date is:
 - January 5th your earliest payment commencement date is February 1st
 - December 31st your earliest payment commencement date is January 1st

Retiree Pension Election Next Steps:

- After you complete your Intent to Retire Form, Human Resources will submit your information to the Pension Service Center. You must be within 90 days of your retirement date for your packet to be processed.
 - If you chose to Retire Online:
 - After you have submitted your Intent to Retire, Human Resources will update your status with the Rio Tinto Pension Center. Your status will be updated on the Your Pension Resources site, and you will be able to process your retirement online.
 - Please log in to: <https://ypr.aon.com/riotinto> (instructions below).
 - Access to the Retire Online system will be available five business days after the Intent to Retire Form has been submitted to the Pension Service Center by Human Resources.
 - A reminder notice will be mailed to you.
 - If you chose to wait for your retirement package to be mailed to you:
 - In approximately **three weeks** (15 business days), a retirement packet will be mailed to your home. The packet will contain your pension estimate and retirement paperwork.
 - Contact the Pension Service Center at 1-866-587-6232 if you have any questions relating to your pension estimate and retirement kit.
 - You will need to complete and return all required elections and forms prior to your benefit commencing.
 - You will also need to provide documentation (copies) of your birth, your spouse's birth (if applicable) and marriage (if applicable) prior to your benefit commencing.

- Retiree Decision Guide
 - The guide is available at <https://ypr.aon.com/riotinto> under *Document Center*.
 - This guide will help you through the process of enrolling in your retiree health and welfare benefits and transitioning from active benefits.
 - The service providers will not know you have retired until your termination date flows from the payroll system to the administration systems.
 - Therefore, you will need to wait until after your termination date has loaded to the retiree systems to explore your retiree health and welfare options and enroll in coverage.
 - When you receive your COBRA notice is a good indication you can contact the health and welfare vendors.
 - Follow the steps in the Decision Guide to ensure you understand your retiree benefits, especially those you need to enroll or opt in to. Most have enrollment deadlines. Questions regarding the health and welfare benefits should be referred to the vendor outlined in the guide (not the Pension Service Center).
- **If you do not receive a packet within three weeks (15 business days), call the Rio Tinto Pension Center toll-free at 1-866-587-6232.**
- If you have a change in your termination date it is your responsibility to communicate the new date to your leader and Human Resources.
- Generally, you can expect your first payment the first of the month following 30 - 45 days after your termination date. Payment timing is based on the scheduled feeds from the payroll system and the deadline for processing retiree payroll.
 - For example:
 - If you terminate April 5th, you can expect your first payment on June 1st (with a retroactive payment for May)
 - If you terminate on December 31st, you can expect your first payment on March 1st (with retroactive payments for January and February).
 - Payments will be delayed if your documentation or retirement application is incomplete.

For additional information please call the Rio Tinto Pension Center toll-free at 1-866-587- 6232. Rio Tinto Pension Center Representatives are available between 9 a.m. and 5 p.m., Central time, Monday through Friday, excluding holidays.

The information contained in this document is provided to you only as a high-level summary of starting your retiree benefits when you are eligible to retire directly from active service. Please note the benefits are governed by applicable plan rules and federal law, which will prevail in the event of a discrepancy with this document.

The terms of each plan are stated in, and will be governed in every respect by, the applicable plan documents (as amended from time to time). Your right to any benefit depends on the actual facts and the terms and conditions of the applicable plan document and any amendments thereto, and no rights accrue by reason of any information in this document. The company has the right to amend or terminate the plans at any time, including the right to amend or terminate any of the benefits available under the plans.

Using Retire Now

Five business days after your Human Resources Representative has submitted your Intent to Retire Form to the Service Center, you can complete your retirement election online at <https://ypr.aon.com/riotinto>. You can view your payment options available as of your selected commencement date, make your optional form of payment election, upload your required documentation, and submit your retirement online by following the steps below:

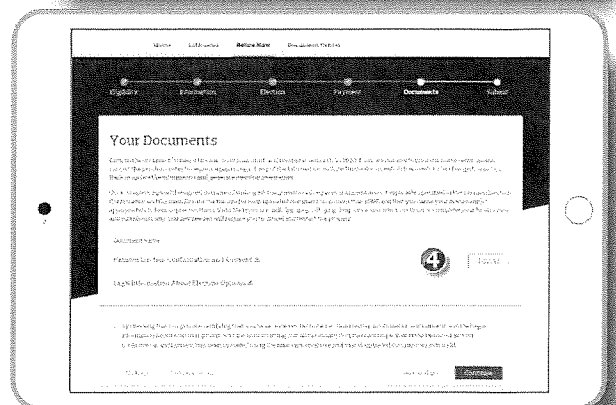
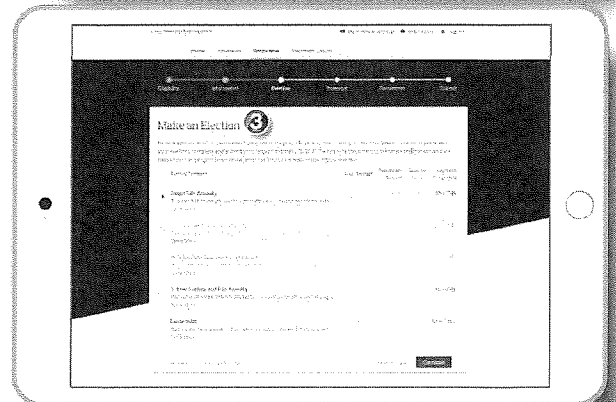
1 Confirm you have provided and verified your email address under My Profile & Settings, to ensure you will receive email notifications regarding your retirement request.

2 Access Retire Now either through the home page or the Retire Now menu option. Complete the first two steps – Eligibility and Information – to provide the necessary information to calculate your available options.

3 Make an Election - review the legal information about your election options and make your election.

4 Your Documents

- Payments - provide the necessary payment information.
- Documents - download, review, and print your pension election confirmation and consent.
- Upload - once complete, upload the signed documents along with any additional required documentation.
- Certify the information is complete and accurate, review your final summary.
- Submit your request in the final step.



Once you have submitted your election, our pension experts will review your submission. You will receive an email confirmation once the review is complete and your retirement has been approved and processed.