

2022 U.S. Benefits Annual Enrollment Checklist

FOR LEGACY MAXIM EMPLOYEES

Welcome to 2022 U.S. Benefits Annual Enrollment! Use this Enrollment Checklist to make sure you are prepared to take advantage of everything that is possible through ADI's benefit programs in 2022.

GET READY TO ENROLL

- ☐ **Review the enclosed Annual Enrollment Guide** for complete details about your 2022 U.S. Benefits Program.
- ☐ **Visit our new Virtual Benefits Fair** to access a variety of resources and information from your 2022 benefits vendors and learn more about what they offer.
- ☐ **Check to see if your preferred doctors and hospitals are in-network.** For UnitedHealthcare, go to [whyuhc.com/adi](https://www.whyuhc.com/adi) and search for the *Choice Plus* network.
- ☐ **Watch your mailbox at home for your Annual Enrollment Worksheet** from Alight Solutions that details your 2022 plan options, including pricing. You will receive your worksheet before the Annual Enrollment window begins.
- ☐ **Collect the birth dates and Social Security numbers** of your eligible dependents before you log on to the Alight Solutions website—as you will need them to complete your enrollment. You will also need to designate life insurance beneficiaries during the enrollment process.
- ☐ **Join a virtual Employee Meeting** for a review of all 2022 U.S. Benefits Program details (focused on your health and welfare benefits choices, with more information on 401(k) benefits to come soon). You can find the schedule and RSVP online through our Virtual Benefits Fair.



MAKE YOUR ELECTIONS

- ☐ **Enroll in your health and welfare benefits** from **MONDAY, OCTOBER 25 THROUGH FRIDAY, NOVEMBER 5.** Starting October 25, you can access the Alight Solutions enrollment website yourbenefitsresources.com/analog from anywhere, and do not have to be connected to your work network.

PLAN AHEAD

- ☐ Don't forget to **use any remaining Health Care FSA, Limited Purpose FSA, and Dependent Care FSA balances** through TaxSaver Plan. You have until March 31, 2022 to submit claims for expenses incurred from January 1, 2021 – December 31, 2021.
- ☐ If you enroll in the ADI Saver Plan with HSA, your account must be open for ADI to contribute to your HSA in January 2022. **If you are enrolling in an HSA for the first time, you will receive an email from Fidelity in December with instructions to set up your account.** Legacy Maxim employees with current, active Health Savings Accounts will not need to open a new account. Your existing HSA balance will be transferred to your new ADI account.

If you enroll in the ADI Saver Plan with HSA for 2022 and currently have a Health Care FSA, you will need to **use your FSA balance by December 31, 2021.**
- ☐ If you are currently undergoing medical treatment and electing a new UnitedHealthcare (UHC) medical plan for 2022, **transition of care consideration may be available.** For more information, visit the UHC page in the Virtual Benefits Fair.
- ☐ In November, be on the lookout for information about **ADI's The Investment Partnership (TIP) 401(k) Plan.**

WHAT HAPPENS IF YOU DON'T ENROLL

With all new programs, you need to actively enroll. This means if you do not make choices through the Alight Solutions website, you may not have the coverage you and your family need for 2022. If you do not make elections during the Annual Enrollment period, you will default into the following:

- ▶ Medical coverage through the ADI Saver Plan with HSA **for you only** (even if you cover dependents today)
- ▶ No dental or vision coverage
- ▶ No Flexible Spending Accounts
- ▶ Basic Life and AD&D insurance (company paid)
- ▶ Basic Short-Term and Long-Term Disability coverage (company paid)



AHEAD OF WHAT'S POSSIBLE™