



## Your Guide To Retirement Benefits



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## About This Guide

Most of us look forward to retirement — it's a time when we can pursue our hobbies and personal interests. It's important to make plans for this special period in your life and how you'll spend this time. But, it's also important to consider what income you'll have at retirement and the benefits you'll receive from Amtrak and other sources.

This guide has been designed as a reference tool you can use as you prepare for your retirement from Amtrak. It contains helpful information and tips about retirement benefits and what you may need to do to participate in these benefits.

In addition, this guide provides names, numbers, and websites you can contact when you have questions or need additional information.

The benefits described in this guide apply to Agreement-Covered Amtrak employees who retire from Amtrak and their eligible dependents.

*This guide highlights some of the provisions of your benefit plans. It does not contain all of the details included in the official plan documents and insurance contracts. If there is a difference between the official plan documents and insurance contracts and what is in this guide or told to you orally, the official plan documents and insurance contracts will govern.*

*September 2003*

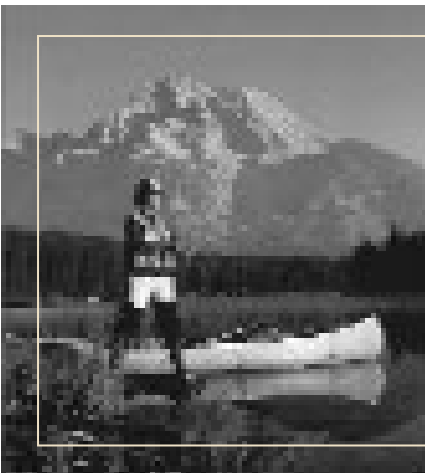
## Are You Ready For Retirement?

Do you know if you are ready — financially — to retire? Take this quick quiz and find out.

- ☐ Do you know where your medical care coverage will come from when you retire?
- ☐ Do you know how to apply/enroll for medical coverage when you retire?
- ☐ Do you know what the monthly cost of retiree medical coverage will be?
- ☐ Do you know how much life insurance you will have when you retire?
- ☐ Do you know how much money you will need to live on after retirement?
- ☐ Do you know where your retirement income will come from?
- ☐ Do you know how much your Railroad Retirement Benefit may be at retirement and when it starts?
- ☐ Do you know when and how to enroll in or apply for retirement benefits?

If you answered “no” to any of these questions, this guide can help you. You’ll find information about how to apply for benefits, if necessary, and who to contact for additional information.

If you answered “yes” to every question, congratulations! You are well on your way to a successful retirement. This guide can also help you apply for benefits and provide important contact information.



### RAILROAD SERVICE — HOW MUCH DO YOU HAVE?

*Some of your retirement benefits are based on the amount of your railroad service. If you’re not sure how much railroad service you have, contact the Railroad Retirement Board (RRB) at 1-800-808-0772 (or [www.rrb.gov](http://www.rrb.gov)). The RRB can verify the total months of credited service on record from your original hire date (including other railroads, if applicable) up to the date you retire from Amtrak.*

## Calendar For Retirement

Many people are surprised to find that the actual process of applying for retirement benefits takes longer than they think. If you are considering a certain retirement date, this calendar may help with your planning.

When?	What?
At least 90 days before you retire	<ul style="list-style-type: none"><li>• Contact your local Railroad Retirement Board (RRB) office to determine if you are eligible for railroad retirement annuity benefits and how to apply — or you can do this online (<a href="http://www.rrb.gov">www.rrb.gov</a>).</li><li>• If you will be age 65 or older at retirement, apply for Medicare health coverage through the Railroad Retirement Board website (<a href="http://www.rrb.gov">www.rrb.gov</a>) or by calling your local RRB office.</li><li>• If you are a participant of the Retirement 401(k) Savings Plan, contact Vanguard (1-800-523-1188) about receiving a distribution from your account.</li><li>• If you have any credited months of service as an Amtrak Management employee, contact your local Human Resources representative — you may be eligible to receive benefits from the Management Retirement Income (Pension) Plan. If so, you will need to complete a <i>Retirement Income Plan Application</i> (NRPC Form 2394, revised March 2003). This form is available on the Amtrak intranet website or at your local Human Resources office.</li></ul>
At least 30 days before you retire	<ul style="list-style-type: none"><li>• Notify your supervisor in writing of your retirement date so a <i>Personnel Action Request</i> (NRPC Form 2000) can be completed on your behalf. Make sure that any earned but unused vacation and/or sick leave (if applicable) is also recorded on this form.</li><li>• Check eligibility for medical benefits: Early Retiree Medical, Medicare, and/or supplemental medical coverage (see page 5 for eligibility requirements and contact information).</li><li>• Enroll for dental coverage through COBRA (Consolidated Omnibus Budget Reconciliation Act) by calling 1-800-842-5252.</li><li>• Enroll for vision coverage and continued participation in your Health Care Spending Account through COBRA by calling the Amtrak COBRA Benefits Service Center at 1-866-381-2859.</li><li>• Update retiree life insurance information by calling the Amtrak Benefits Department at 202-906-2867 or ATS 777-2867.</li></ul>

When?	What?
Happens automatically	<ul style="list-style-type: none"> <li>• If you are between ages 60 and 65 and have 360 months (30 years) or more of railroad service, you will become eligible for the Early Retiree Medical Plan.</li> <li>• On your retirement date, you may be eligible for retiree life insurance in the coverage amount of \$2,000.</li> </ul>
Within 90 days after you retire	<ul style="list-style-type: none"> <li>• Any outstanding loans from the Retirement 401(k) Savings Plan account must be repaid in full.</li> </ul>

## Amtrak Retirement Benefits Overview

As a retired employee of Amtrak, you are eligible to receive certain benefits when you retire. Some of these benefits will depend on your age and railroad service at retirement. In addition, some benefits are provided through the Railroad Retirement Board (or the Social Security Administration if you are not eligible for Railroad Retirement benefits).

Here's an overview of the retirement benefits available to Amtrak retirees:

- Medical:
  - Retirees between ages 60 and 65 with at least 360 months (30 years) of service may participate in the Early Retiree Medical Plan;
  - Retirees under age 65 who are not eligible for Early Retiree Medical may continue medical coverage through COBRA;
  - Retirees age 65 and older may participate in Medicare; and
  - Retirees may purchase additional, supplemental medical care coverage through UnitedHealthcare.
- Dental, Vision, and Health Care Spending Account — available through COBRA for up to 18 months.
- Life Insurance — \$2,000 of coverage.
- Retirement 401(k) Savings Plan — if you participated in this plan during active employment, you may begin receiving a distribution.
- Retirement Income (Pension) Plan — if you have credited service as an Amtrak Management employee, you may be eligible for benefits from this plan.
- Railroad retirement annuity — may provide an income for you at retirement, if you have the required credited service.

The following pages provide more details about these benefits.

## Medical Benefits

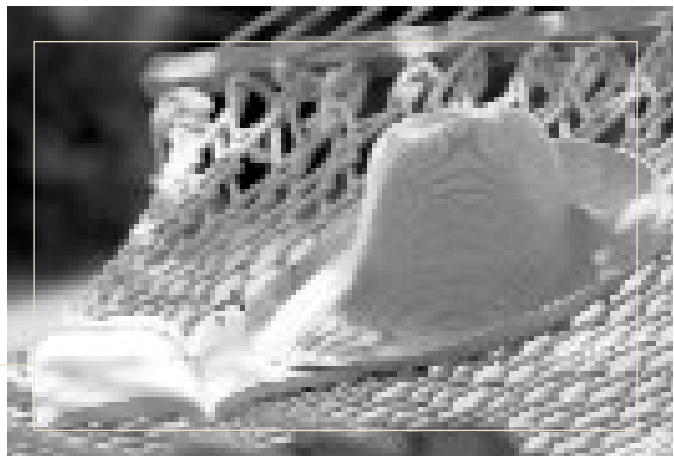
Staying healthy during retirement is important. Depending on your age and years of service, you may be eligible to participate in retiree medical coverage.

### Where Will You Receive Your Medical Coverage?

Medical Plan	Eligibility Requirements	Enrollment Required	Who To Contact
Early Retiree Medical	Between ages of 60-65, minimum of 360 months of railroad service	No	Amtrak Benefits Service Center 1-800-481-4887
GA-23111 Plan E (supplements Early Retiree Medical)	Between ages of 60-65, minimum of 360 months of railroad service	Yes	UnitedHealthcare 1-800-842-5252
Medicare	Age 65 and older	No for Part A Yes for Part B	Local Railroad Retirement Board office
GA-23111 Plan D (supplements Medicare)	Age 65 and older	Yes	UnitedHealthcare 1-800-809-0453

### If you are not eligible for the above medical coverage, you may apply for:

COBRA (provides coverage for up to 18 months)	You must have participated in Amtrak medical as an active employee	Yes	Amtrak COBRA Benefits Center 1-866-381-2859
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## EARLY RETIREE MEDICAL PLAN

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The Early Retiree Medical Plan is available to Amtrak retirees who are between the ages of 60 and 65 and have at least 360 months (30 years) of total credited railroad service.

The Early Retiree Medical Plan:

- Is available at no cost to you;
- Is administered through UnitedHealthcare;
- Generally pays 80% of the reasonable and customary cost of care after you satisfy a yearly \$100 deductible;
- Covers prescription drugs;
- Pays benefits up to \$84,000 per lifetime (subject to change); and
- Allows you to receive care from any doctor of your choosing.

***If you're not eligible for Early Retiree Medical because of your age or length of service...***

*your Amtrak medical coverage will continue through the end of the month following the month you retire. You may continue medical coverage beyond this date, up to a maximum of 18 months, through COBRA. To apply for COBRA coverage, call the Amtrak COBRA Benefits Center at 1-866-381-2859.*

If you are eligible to participate in this plan, you and your eligible dependents will automatically be enrolled.

Once you reach age 65, you and your dependents are no longer eligible for benefits under this plan. You may be eligible for Medicare. However, your dependents who are under age 65 and not eligible for Medicare may continue coverage for up to 18 months through COBRA. Dependents over age 65 may be eligible for Medicare.

## MEDICARE

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Retirees age 65 and older are eligible for Medicare benefits. Medicare includes two parts:

- Part A, which you generally receive at no monthly cost when you apply for Railroad Retirement Board benefits; and
- Part B, for which you must enroll and pay a monthly premium. This premium is usually the lowest if you apply as soon as you are eligible.



Medicare Part A is hospital insurance that helps pay for necessary medical care in a Medicare-certified hospital, skilled nursing facility, home health agency, or hospice. Following is a summary of the type of care provided under Part A.

Type Of Service	Benefit Period	Deductible* (for 2003)	Coinsurance* (for 2003)
Inpatient Hospitalization	90 days	\$812 per benefit period	Days 1-60: \$0 Days 61-90: \$203 per day Lifetime reserve days: \$406 per day
Inpatient Skilled Nursing Facility Care	100 days	No deductible	Days 1-20: \$0 Days 21-100: \$101.50 per day
Hospice Facility	Two 90-day periods, then unlimited 60-day periods	No deductible	Respite care: 5% coinsurance per day Drugs and biologicals: 5% or \$5 coinsurance, whichever is less
Home Health Care	60 days per episode of care	No deductible	You pay 20% for covered medical equipment; otherwise Medicare pays 100%

*\*Adjusted each year by the U.S. government*

Medicare Part B helps pay for major medical expenses, such as physician services, outpatient hospital services, emergency room visits, diagnostic tests, lab work, and durable medical equipment.

Part B also pays for home health care services for which Part A does not pay, and some Part A inpatient services that are more than Part A time limits.

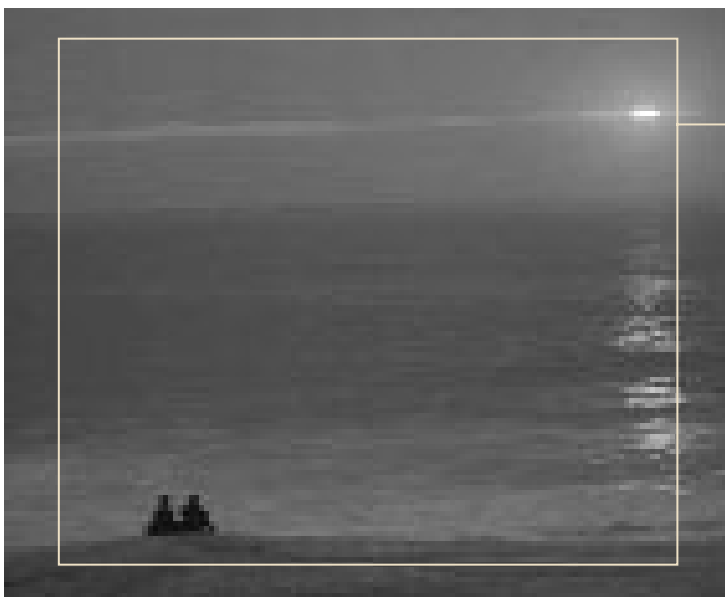
Medicare Part B covers 80% of approved charges for most covered services. You are responsible for paying a \$100 deductible per calendar year and the remaining 20% of the Medicare-approved charge. You may have to pay additional costs if your doctor charges more than the Medicare-approved amount.

For additional information about Medicare, call the local Railroad Retirement Board office in your area or check the Medicare website: [www.medicare.gov](http://www.medicare.gov).

## SUPPLEMENTAL MEDICAL COVERAGE

If you are interested in adding to the medical benefits you receive through the Early Retiree Medical Plan or Medicare, you may purchase the following supplemental coverage through UnitedHealthcare:

- **GA-23111 Plan E** (ages 60-65) supplements the coverage provided under the Early Retiree Medical Plan:
  - Increases the lifetime benefit maximum to \$200,000
  - Pays 70% of the remaining 20% the Early Retiree Medical Plan does not pay
  - Covers most major medical expenses, except preventive care
  - Monthly cost: \$135 per retiree or dependent (subject to change)
  - To enroll, call 1-800-842-5252
- **GA-23111 Plan D** (age 65+) supplements the coverage provided under Medicare:
  - Pays prescription drug benefits
  - Other coverage varies by treatment
  - Monthly cost: \$300 per retiree or dependent (subject to change)
  - To enroll, call 1-800-809-0453



### MEDICAL BENEFITS AT-A-GLANCE

The following provides an overview of your retiree medical benefits.

Benefit Features	Retirees between ages 60-65 with 360 months of service		Retirees age 65 and older	
	Early Retiree Medical Plan	Supplemental Coverage (GA-23111 Plan E)	Medicare	Supplemental Coverage (GA-23111 Plan D)
Age and service requirements	Between ages 60-65 and 360 months (30 years) of service	Between ages 60-65 and 360 months (30 years) of service	Age 65 and older	Age 65 and older
Enrollment	Automatic	Call UnitedHealthcare at 1-800-842-5252	Call your local Railroad Retirement Board office	Call UnitedHealthcare at 1-800-809-0453
Lifetime per person benefit maximum	\$84,000*	Increases Early Retiree Medical to \$200,000	None	Varies by treatment
Deductible	\$100 per year	\$100 per year	Part A: \$812 per benefit period Part B: \$100 per year	Varies by treatment
Amount plan pays	Pays 80% of reasonable & customary	Pays 70% of the remaining 20% that you pay	Part A: Varies by treatment Part B: Pays 80% of approved charges	Varies by treatment
Coverage for wellness	No coverage	No coverage	Covers some tests and screenings, such as colorectal screening, mammograms, pap smears, and glaucoma test	No coverage

\*Subject to change

Benefit Features	Retirees between ages 60-65 with 360 months of service		Retirees age 65 and older	
	Early Retiree Medical Plan	Supplemental Coverage (GA-23111 Plan E)	Medicare	Supplemental Coverage (GA-23111 Plan D)
Coverage for prescription drugs	Retail (21-day supply): \$2 for generic, \$6 for brand name Mail order (90- day supply): \$5	No coverage	No coverage	\$250 annual deductible Retail (30-day supply): Plan pays 50% Mail order (90-day supply): \$20 for generic, \$40 for brand name \$5,000 annual benefit maximum
Monthly cost	None	\$135 per covered person*	Part A: \$0 Part B: \$54 (in 2003)*	\$300 per covered person (plus cost of Medicare Part B)
When coverage ends	Coverage for you and your dependents ends when you reach age 65	Coverage for you and your dependents ends when you reach age 65, or if you stop paying monthly premiums, whichever is sooner	Part A: continues indefinitely Part B: if you stop paying monthly premiums	If you stop paying monthly premiums

*\*Subject to change.*



## Dental, Vision, And Health Care Spending Account

Your participation in Amtrak dental and vision benefits for active employees will end at the end of the month following the month in which you retire. Participation in a Health Care Spending Account ends on your retirement date. If you wish to continue coverage in dental or vision benefits or participation in a Health Care Spending Account through COBRA, you may do so. The benefits will be the same as the benefits offered to active employees. You will pay the full cost of coverage, plus a 2% administration fee. In addition, contributions for the Health Care Spending Account will be made with taxable pay.

To apply for COBRA coverage, contact:

Benefit	Phone Number
Dental*	1-800-842-5252
Vision	1-866-381-2859
Health Care Spending Account	1-866-381-2859

*\*Dental benefits for Amtrak retirees (except Police) are provided through Aetna US Healthcare, but will be administered through UnitedHealthcare.*

## Life Insurance Coverage

If you retire from active Amtrak service at an early or normal retirement age, you may be eligible for Life Insurance coverage in the amount of \$2,000, at no cost to you. This coverage is provided through MetLife Insurance Company, Group #105897.

Before you retire, you should update life insurance beneficiary information by calling the Amtrak Benefits Department at 202-906-2867 or ATS 777-2867 and requesting a copy of the *Amtrak Beneficiary Designation/Change* form.

Complete the form and return it to the following address:

**Amtrak Benefits**  
60 Massachusetts Avenue, NE  
Washington, DC 20002

## Retirement 401(k) Savings Plan

If you participated in the Retirement 401(k) Savings Plan during your career at Amtrak, you may receive a distribution from your account when you retire.

### **DISTRIBUTIONS FROM YOUR ACCOUNT**

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You may elect to:

- Receive your entire account balance as a lump sum;
- Rollover the money into an Individual Retirement Account (IRA) or another qualified plan; or
- Leave your account balance in the plan and withdraw it at a future date (but no later than age 70½).

To get a statement of your account balance or to request a distribution, contact the Vanguard Group at 1-800-523-1188.

If you have any outstanding loans at retirement and you elect to keep your money in the plan, the outstanding loan balance is due within 90 days of your retirement date to avoid tax liability and penalties.

### **TAX INFORMATION**

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You will be required to pay income taxes on any distribution you receive. The amount of the income tax you pay will be based on your income at the time the distribution is made. If you receive a distribution from your account before age 55, you may have to pay a 10% penalty tax.

You may also rollover your account balance into an IRA and avoid paying the income taxes until you withdraw it from the IRA.

The January following the date you receive a distribution from the plan, you will receive an IRS form 1099-R that describes the distribution. Keep this form for your tax records. A copy will also be sent to the IRS.

## Retirement Income (Pension) Plan

If you earned credited service as an Amtrak Management employee, you may be eligible for a pension benefit from the Retirement Income Plan. Please contact your local Human Resources representative for more information and a copy of the *Retirement Income Plan Application* (NRPC Form 2394, revised March 2003).

## Railroad Retirement Board Benefits

You may be eligible for an annuity from the Railroad Retirement Board if you have:

- 120 months (10 years) of credited railroad service; or
- 60 months (five years) of credited railroad service, if the service was performed after 1995.

Railroad retirement benefits are based on months of service and earnings credits.

### **WHEN BENEFITS MAY BEGIN**

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If you have 30 or more years of credited service, you may begin receiving a retirement annuity on the first of the month after you reach age 60. If you have less than 30 years of credited service, you may begin receiving a retirement annuity on the first of the month after you reach age 62.

Benefits you receive before your full retirement age may be reduced. Full retirement age ranges from 65 to 67, depending on when you were born.

For complete information about railroad retirement annuities, contact the Railroad Retirement Board at 1-800-842-5252 or [www.rrb.gov](http://www.rrb.gov).



## Benefits For Your Survivors

In the event of your death, your surviving family members and/or beneficiary may receive certain benefits. The following chart provides information that will help your survivors file a claim or continue coverage after your death, and shows who to contact for more information.

Benefit	What To Do	Who To Contact
Medical	Your eligible dependents may continue coverage for up to 36 months by electing COBRA coverage	Amtrak COBRA Benefits Center: 1-866-381-2859
Life Insurance	To file a claim, your beneficiary must mail a <b>certified</b> death certificate to: Amtrak Benefits 60 Massachusetts Avenue, NE Washington, DC 20002	Amtrak Benefits Department: 202-906-2867
Retirement 401(k) Savings Plan	To receive a distribution of your account balance, your beneficiary should contact Vanguard	The Vanguard Group: 1-800-523-1188
Railroad Retirement Annuity	Your surviving spouse should apply for RRB survivor benefits by contacting the local RRB office	Railroad Retirement Board: 1-800-808-0772 <a href="http://www.rrb.gov/opa/ib2/ib2_sur.html">www.rrb.gov/opa/ib2/ib2_sur.html</a>
Rail Travel Pass	Your eligible family members will need to complete an <i>Application for Rail Travel Privilege Card &amp; Change Request</i> (NRPC Form 90)	Amtrak Travel Services: 202-906-3745 9 am to 3 pm Eastern Time



## Useful Phone Numbers & Websites

The information in this guide provides an overview of the benefits you may receive once you retire from Amtrak. If you need more detail or have questions, call or log onto the following:

Benefit	Who To Contact	Phone Number/Website
Early Retiree Medical Plan	UnitedHealthcare	1-888-675-7245 www.provider.uhc.com/amtrak
Supplemental Medical Coverage (GA-23111 Plan E)	UnitedHealthcare	1-800-842-5252
Medicare	Railroad Retirement Board  Social Security Administration	1-800-808-0772 www.rrb.gov  1-800-772-1213 www.medicare.gov
Supplemental Medical Coverage (GA-23111 Plan D)	UnitedHealthcare	1-800-809-0453
Dental	UnitedHealthcare	1-800-842-5252
Vision, Health Care Spending Account	Amtrak COBRA Benefits Center	1-866-381-2859
Life Insurance	MetLife Insurance Company	1-800-310-7770 (prompt 1)
Retirement 401(k) Savings Plan	The Vanguard Group	1-800-523-1188 www.vanguard.com
Railroad Retirement Annuity	Railroad Retirement Board	1-800-808-0772 www.rrb.gov

You may also contact the Amtrak Benefits Department at one of the numbers below:

If You Have A Question About?	Call This Number
Medical, Dental, Vision, Life Insurance	202-906-2867 or 2703 ATS 777-2867 or 2703
Retirement 401(k) Savings Plan	202-906-3913 ATS 777-3913
Retirement Income Plan	202-906-2905 ATS 777-2905
Rail Travel Pass	202-906-3745 ATS 777-3745



## Frequently Asked Questions

*Q. I take a number of prescription drugs. Will these be covered under my retiree medical benefits?*

A. The Early Retiree Medical Plan provides coverage for prescription drugs. At this time, Medicare does not provide benefits for prescription drugs. However, if you are age 65 or older, you may purchase supplemental medical coverage GA-23111 Plan D (through UnitedHealthcare) and receive prescription drug benefits.

*Q. Will my retiree medical benefits cover my dependents?*

A. While you are under age 65, your eligible dependents may participate in the same coverage in which you participate.

Once you reach age 65, you and your covered dependents will not be eligible for the Early Retiree Medical Plan and the supplemental medical coverage (GA-23111 Plan E). However, at age 65, you may qualify for Medicare. Your dependents who are under age 65 and not eligible for Medicare may continue coverage through COBRA. Call the Amtrak COBRA Benefits Center at 1-866-381-2859 for additional information.

*Q. Will I have to change doctors if I participate in the Early Retiree Medical Plan?*

A. No, this plan pays benefits as long as you see a licensed health care provider. So, you may continue to see your current doctor(s).

*Q. Will I need a referral to see a specialist?*

A. No, referrals are not necessary for care from a specialist or any other licensed and approved medical provider.

*Q. I'm in the Network Medical Plan that is administered by UnitedHealthcare. Will my medical benefits change once I am retired? Will I have the same copays?*

A. Even though UnitedHealthcare administers Amtrak's retiree medical benefits, the benefits for retirees are provided through a UnitedHealthcare plan that is different from what is offered to active employees and the benefits are not the same. For example, the Early Retiree Medical

Plan is a traditional medical plan where you must satisfy an annual deductible before the plan will pay benefits.

However, retirees who participated in the Comprehensive Medical Plan as active employees may see some similarities in the way the plans work, but the deductible, coinsurance, and out-of-pocket limits will be different.

*Q. My medical benefits are administered through the Tufts Health Plan and I don't want to change at retirement. Can I keep this plan?*

A. If you wish to participate in retiree medical coverage through Amtrak, you will not be able to remain in the Tufts Health Plan. The same is true for participants in the Aetna US Healthcare Plan, UnitedHealthcare POS Plan, or the UnitedHealthcare Managed Indemnity Plan.

If you continue coverage through COBRA after retirement, you may remain in your current plan for the length of the COBRA continuation period.

*Q. Do I have to take my money out of the Retirement 401(k) Savings Plan when I retire?*

A. No, you may leave your money in your account and withdraw it later if you wish. However, due to an IRS law, you must begin receiving distributions from your account once you reach age 70½.

*Q. I've borrowed money from my Retirement 401(k) Savings Plan. Do I have to repay the loan before my retirement date?*

A. If you have any outstanding loans at retirement and you elect to keep your money in the plan, the outstanding loan balance is due within 90 days of your retirement date to avoid tax liability and penalties.

*Q. I worked for three years as a Management employee. Will I receive any benefits from the Management pension plan?*

A. Yes, if you are vested in this plan. To determine if you will be eligible for a monthly pension benefit from the Retirement Income Plan, contact your local Human Resources representative or the Amtrak Benefits Department at 202-906-2905 or ATS 777-2905.





*Q. I updated my life insurance information, including my beneficiary, about three months ago. Since nothing has changed in the last three months, do I need to provide this information again?*

A. It's important to review your life insurance information periodically and update it, as necessary.

*Q. My wife and I plan to move to a retirement community when we retire. How can I make sure that I continue to receive information about my retirement benefits after the move?*

A. Even during retirement, it's important to keep your personal records up to date. If you have a change in address, phone number, etc., call your local Human Resources office. This will help make sure you receive important retirement benefits information on a timely basis.

*Q. When I die, what will my beneficiary need to do to collect my retiree life insurance benefit?*

A. At your death, your life insurance beneficiary will need to mail a **certified** death certificate to the Amtrak Benefits Department at 60 Massachusetts Avenue, NE, Washington, DC 20002.

# Notes:

