Roadmap to Retirement Guide

Employee Contact Center
1-866-472-6793

Monday - Friday
7am - 7pm EST

HR Operational Services, North America
Dear Future Retiree,

At Ingersoll Rand, we understand that retirement is a major life event for our employees and their families. It is a significant milestone and one that should be celebrated. Retirement directly impacts your quality of life, healthcare, and even daily routines. It is our commitment to partner with you to help you make an easy and seamless transition into retirement.

Use this Retirement Roadmap as a resource for important retirement information. After reviewing the content of this guide, please contact the Employee Contact Center at 866-472-6793 to begin the process of commencing your pension benefits and, if eligible, your retiree medical benefits. Our specialized team members are ready to assist you with your retirement planning needs. We will communicate with you throughout the entire process of your retirement, and if you have questions after you retire, we will be there to help you.

Your retirement is important to you and it is important to us. We want you to know that we care and are here to help.

Thank you for your years of service to Ingersoll Rand.

HR Operational Services, North America
Are you ready to retire? Only you can decide. Review the information on the following page to help you in your decision making process. Once you have a planned retirement date, inform your manager and Human Resources representative.

- How Retirement Impacts Your Benefits (page 5)
- Retirement Contacts (page 7)
- Frequently Asked Questions (page 8)

Important documents listed on page 10 before you call the Employee Contact Center

The Employee Contact Center at 1-866-472-6793 to initiate retirement

- Retiree Medical Kit within 14 days of call, if eligible
- Pension Kit within 60 days of call

Forms and return to commence benefits
THINKING ABOUT RETIREMENT?

Retirement is a big step and one that takes careful planning. Making the decision to retire is not about turning a certain age, but about being prepared, both financially and personally, for the next chapter in your life. Before you set your retirement date, make a retirement plan. Consider working with a financial or tax planner to understand all your options. Some basic questions to think about are:

What sources of retirement income should you consider?

- The Pension Modeling Tool, available on the Total Rewards website, is designed to help you with retirement planning—allowing you to model your future estimated Pension Plan benefit based on different variables you select.

If you are a U.S. or Puerto Rico salaried or non-union hourly employee employed prior to July 1, 2012 and you are in a class of employees eligible to participate in the applicable tax-qualified U.S. or Puerto Rico pension plan or supplemental pension plan (known as the “excess pension plan”), you have accrued a pension benefit that will be paid to you if you leave Ingersoll Rand with at least five years of vesting service (as defined in the applicable tax-qualified U.S. or Puerto Rico pension plan).

Employees covered under a collective bargaining agreement should call the Employee Contact Center at 866-472-6793 for a pension estimate.

- Log on to the Fidelity website at www.401k.com to review your 401(k) account balance and plan options. While you are on the website, you can also update your beneficiary information.

- Log on to the Social Security website at www.ssa.gov for an estimate of your social security benefits.

- Contact former employers to find out about retirement benefits that you may be entitled to receive from them.

What Health Care options might be available to you?

- If you are enrolled in an Ingersoll Rand Medical plan as an active employee, you may be eligible to continue coverage through the Consolidated Omnibus Budget Reconciliation Act (COBRA) for a limited period of time. You can contact BenefitConnect at 877-292-6272 for additional information.

- You may be eligible to participate in company sponsored pre-65 Retiree Medical coverage depending on your age, years of service, and other factors. Contact the Employee Contact Center 866-472-6793 for additional information.

- Log on to the Medicare website at www.medicare.gov for Medicare options that are available to you now or may be available to you in the future.

- Contact former employers to find out if you may be eligible for retiree medical coverage through their plan.

Helpful Resources:

- Fidelity Investments Retirement Planning Information and Retirement Checklist.
- Wells Fargo Retirement Planning Checklist.
- Reach out to your financial planner or tax advisor for additional help with your planning your retirement.
Pre-Planning Checklist:

☐ Have you updated your beneficiary forms for your life insurance, pension, and savings plan?
   ☐ Life Insurance beneficiary forms can be updated via My Benefits Enrollment.
   ☐ Pension beneficiary forms can be updated via the Retirement Income Portal page.
   ☐ Savings plan beneficiary forms can be updated via the Fidelity website at www.401k.com.

☐ Is your address up-to-date in My Data?

☐ What is your planned last day of work? ________________

☐ Have you talked to your local HR professional about your retirement?

☐ What date would you like to start collecting your pension benefit? ________________

☐ What date would you like to start your retiree medical, if eligible? ________________

Your retirement is important to you and it is important to us. We want you to know that we care and are here to help.

If you have any questions please call the Employee Contact Center at 866-472-6793

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<thead>
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<th>My Retirement Planning Notes:</th>
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HOW RETIREMENT IMPACTS YOUR BENEFITS

This document summarizes what to expect with respect to your benefits when you retire from Ingersoll Rand. After you retire, all questions should be directed to the Ingersoll Rand Employee Contact Center at 1-866-472-6793.

You will need to call the Employee Contact Center (ECC) in advance of the date you plan to retire from the Company to ensure that you fully understand your benefit options upon retirement. By calling the ECC well in advance of this date, you will allow us ample time to prepare and send your retirement commencement package(s). Please note that your pension and retiree medical information (if applicable) will be sent in separate mailings.

In compliance with the Health Insurance Portability Accountability Act (HIPAA) and to protect your privacy, you must give verbal authorization each time you call the ECC in order for the representative to speak with someone other than yourself. Please be advised your call may be monitored and/or recorded for quality purposes.

Don’t forget to discuss your plans with your Human Resources representative and your supervisor/manager. Failure to notify your Human Resources representative and manager/supervisor of your decision to retire may delay the retirement process and could result in a late pension payment and/or late retiree medical enrollment.

Pension Plan Benefits
Once you contact the ECC, your pension request will be handled by a pension specialist. Your request will be completed as soon as administratively possible.

Savings Plan
If you are a participant in one of the Company sponsored savings plans, you can contact Fidelity Investments at 866-294-7263 for general information or to discuss distribution options at retirement.

Life Insurance
All active Life Insurance benefits end on the last day of the month in which you terminate from the company. If you are eligible for any type of retiree life insurance, paperwork will be included in your retiree medical commencement package.

Conversion Options
You can convert all or some of your Life insurance benefits to individual policies by contacting Prudential at 877-232-3619 within 31 days of your last day worked. Accidental Death & Dismemberment (AD&D) insurance cannot be converted.

Medical Coverage
Generally, active employee medical, dental, vision and prescription drug coverage ends the last day of the month in which you terminate employment with the Company, including by retiring. However, this may vary by plan. Please refer to your plan documentation for additional details.

Extension Options
You can extend your coverage for a limited period of time by electing coverage through the Consolidated Omnibus Budget Reconciliation Act (COBRA). If you choose COBRA and you timely remit premiums, you will not experience a lapse in coverage. Your COBRA kit will be mailed within 14 business days after the processing of your termination.
in our benefits system. If you do not receive your COBRA kit within 30 days of your termination date, please contact COBRA - BenefitConnect directly at 877-292-6272. Monthly rates and coverage provisions are updated annually, and are subject to change. Generally, rates for the following year are available in early November of the current year.

**Employee Assistance Program (Work/Life Program)**
Coverage ends the last day of the month in which you terminate from the Company. You may extend your coverage for a limited period of time by electing coverage through COBRA and by making contributions on an after-tax basis through COBRA.

**Health Savings Account (HSA)**
When you retire, you will no longer be able to make pre-tax payroll contributions to an HSA; however, the funds in your account will remain yours for use of qualified medical expenses. Your account becomes an individual account and the management of the account is a joint effort between you and Wells Fargo.

**Flexible Spending Accounts (FSA)**
Any Health Care or Dependent Care FSA claims that you incur from January 1st through the last day of the month in which you terminate employment are eligible for reimbursement. Claims must be submitted for reimbursement by April 15th of the year following date of termination. You may continue to make Health Care FSA contributions on an after-tax basis and file claims through COBRA through the end of the year in which your employment terminates.

All claims submitted after your termination date must be submitted directly through WageWorks because your Visa card will be deactivated as of your termination date. You can submit claims by logging on to www.wageworks.com.

**Retiree Medical Coverage (Salaried and Non Union Hourly Employees only)**
Your eligibility for company sponsored pre-65 retiree medical coverage is determined by your age, years of service and a number of other factors, such as your business unit.

The company no longer provides company-sponsored post-65 retiree medical coverage. You may be eligible to purchase post-65 supplemental Medicare coverage through One Exchange. For more information as to your eligibility for retiree medical coverage, please contact our Employee Contact Center at 1-866-472-6793.

*This document is intended to provide a brief and basic summary of Ingersoll Rand’s benefit programs as they relate to retiring employees and should not be relied upon as the basis for determining eligibility or the actual level and amount of benefits available, or your rights, under the individual benefit programs, which are determined solely by the governing plan documents. If there is a discrepancy between the information provided in this written summary and the applicable summary plan description, plan document, or insurance contract, then the summary plan description, plan document, or insurance contract will govern. The company reserves the right, at its sole and absolute discretion, to amend or terminate any of its plans or programs at any time for any reason.*
## Retirement Contacts

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<thead>
<tr>
<th>Topic</th>
<th>Provider</th>
<th>Contact Information</th>
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<tbody>
<tr>
<td>General Questions about Retirement</td>
<td>Ingersoll Rand Employee Contact Center</td>
<td>1.866.472.6793</td>
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<tr>
<td>Savings Plan</td>
<td>Fidelity Investments</td>
<td>1.866.294.7263</td>
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<tr>
<td>Health Savings Account</td>
<td>Wells Fargo</td>
<td>1.866.884.7374</td>
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<tr>
<td>Flexible Spending Accounts</td>
<td>WageWorks</td>
<td>1.877.924.3967</td>
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<tr>
<td>Life/AD&amp;D Insurance</td>
<td>Prudential</td>
<td>1.877.232.3619</td>
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<tr>
<td>Work/Life Program</td>
<td>Magellan Health</td>
<td>1.800.327.6373</td>
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<tr>
<td>COBRA</td>
<td>BenefitConnect</td>
<td>1.877.292.6272</td>
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<tr>
<td>Social Security Benefits</td>
<td>Social Security Administration</td>
<td>1.800.772.1213</td>
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<tr>
<td>Age 65 Retiree Medical Coverage (Salaried and Non Union Hourly Only)</td>
<td>One Exchange</td>
<td>1.855.835.3664</td>
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For additional contact information, refer to: My Ingersoll Rand Portal > Personal Progress > Live > Healthcare Benefits US > Benefits Directory
FREQUENTLY ASKED QUESTIONS

Pension

How soon will I receive my first pension check after I retire? In general, you will receive your first pension check the month following receipt of your correctly completed Benefit Election forms and documents or the month following your benefit commencement date if later. If your Benefit Election forms are not properly completed, or if there is an issue which needs to be resolved, then your first pension payment may be delayed.

Can I take my pension benefit in a lump sum? Eligibility for a lump sum benefit is determined at the time your benefit is calculated. All forms of payment, including lump sum if eligible, will be reflected in your retirement package along with your Benefit Election forms.

When should I send in my birth certificate, marriage certificate, etc.? You can send the information to us at any time and we will place the documentation in your file or you can send it to us along with your Benefit Election forms at the time of retirement.

I don’t have my birth certificate. Is there any other proof I can provide? If you don’t have a copy of your birth certificate (and/or your spouse’s birth certificate), you can provide one of the following:

- Passport
- Driver’s License
- Baptismal Certificate
- Naturalization Certificate

What if I don’t have my marriage certificate? If you are unable to locate a copy of your marriage certificate, you may be able to obtain a copy from the courthouse or office of public records where you applied for your marriage license.

I have been divorced. Why do you need a copy of my divorce decree, separation agreement, settlement agreement, QDRO, etc.? Ingersoll Rand retirement plans are governed by the Internal Revenue Code, Employee Retirement Income Security Act (ERISA) and other state and federal laws. We require this information as proof of your marital status, as well as to determine whether a portion of your benefit has been assigned to another party in accordance with the law.

I don’t have a copy of my divorce decree, separation agreement, settlement agreement, QDRO, etc. What should I do? If you are unable to locate a copy of your divorce decree, separation agreement, settlement agreement, QDRO, etc., please contact your attorney or the courthouse where the paperwork was filed to obtain a copy.

Can I fax my Benefit Election forms and documents to you? We require that you return your paperwork with your original signature in order to process your payment. Faxes and copies alone are not acceptable.

What happens after I send my Benefit Election forms and documents to you? We will contact you upon receipt of your paperwork to let you know we have received it and to confirm your payment date. In addition, the Pension Analyst will let you know if any additional information is needed.

Who should I call if I have questions about my retirement package? Your retirement package will contain the telephone number of the Pension Analyst who prepared your package. You can also contact the Employee Contact Center toll free at 866-472-6793 for assistance.
Retiree Medical

Am I eligible for Retiree Medical? Eligibility for company sponsored pre-65 retiree medical coverage is based on a number of eligibility determining factors including age, length of service, and business unit eligibility provisions. Additional provisions may apply depending on when you started with the Company and if you are a legacy employee of Trane. Once your request for retiree medical eligibility has been received, a subject matter expert on the Health & Welfare Team will review your file to determine the coverage you are eligible for, if any, prepare and audit your benefits packet, and send a customized retiree medical enrollment packet to you.

How much will my monthly premiums be for Retiree Medical after I retire? Retiree medical premium rates will vary depending on eligibility determination. Rates will be included in your retiree medical enrollment packet. Please be advised that rates are subject to change each plan year.

Does my active medical deductible transfer to my retiree medical deductible? Generally yes, your deductible transfers from your active medical plan to your company sponsored retiree medical plan as long as you do not switch carriers. You may have to provide your retiree medical carrier with a current explanation of benefits that will show you have met the deductible for the year.

How will I pay for my retiree medical premiums? You have three options: Coupon Payments, Auto Draft, or Pension Deductions if applicable.

After I retire, if I decide to cancel my retiree medical coverage, what is the process? You must send in written notice that you want to cancel your coverage 30 days prior to the requested cancellation date. Be sure the notice letter has an effective date and a signature. If you cancel your retiree medical coverage you cannot later re-enroll.

Send documentation to: Ingersoll Rand
Attn: Health & Welfare
800-A Beaty Street
Davidson, NC 28036

Will I retain my life insurance as a retiree? Life Insurance eligibility will vary depending on eligibility determination. The Health & Welfare team takes into consideration relevant plan provisions for each employee request. Please note that not all employees are eligible for retiree life insurance benefits.

When will my active benefits coverage end? Generally, your active benefits end either the last day of the month in which you terminate employment from the company or the date on which you terminate employment (including by retiring). Please check the relevant provisions of your summary plan description for the date that various active benefits end.

Will my spouse and children be able to continue on my retiree medical benefits? Yes, if they were previously eligible dependents under your active benefits plan and meet the eligibility requirements under the retiree medical plan. You may not cover any dependents that are newly acquired your after retirement date. Ex. Remarried or a newborn after retirement date.

If I am Medicare eligible and under age 65, is my retiree medical primary? When you are Medicare eligible, Medicare will always be primary to any retiree medical coverage you have with the company.

When should I return my retiree medical package to commence my benefits on time? We ask that medical packages be returned at least 30 days prior to the date you want to start coverage. This allows ample time for your information to be set up with the vendors the day the coverage is supposed to begin.
IMPORTANT DOCUMENTS TO GATHER

Below is a list of the information you need to have when you call the Employee Contact Center at 866-472-6793 to initiate your retirement. If you don't have all of this information, you may still contact us.

☐ Copy of your Birth Certificate (Preferred). We will also accept a copy of your Passport and/or a valid Driver License in the absence of a birth certificate.

☐ Copy of Your Spouse’s Birth Certificate (if applicable)

☐ Copy of your Marriage Certificate (if applicable)

☐ Complete copy of any Divorce Decree/QDRO/Settlement Agreement/Property Agreement, if you have any previous marriages during your employment. We will need this documentation showing whether any benefit is payable to your former spouse(s). Failure to provide this information in a timely manner may delay the commencement process and calculation of pension benefits.

☐ If you have ever transferred locations or to/from a union, please let the ECC Representative know and have approximate dates that these transfers occurred.