



THE McCLATCHY COMPANY
Since 1857

Divorce or Legal Separation

Divorced or legally separated spouses are not eligible for coverage under McClatchy's health care plans. Below is a checklist of reminders you should review and actions you may want to take in the event of a divorce or legal separation:

Notify your local HR department within 31 days of your divorce or legal separation

- Provide a copy of your signed divorce or legal separation court order

Notify your local HR department of your name change (if applicable)

- Provide a copy of your social security card that shows your new name

Update your benefit coverages*

Your local HR Department will notify you via e-mail or mail when you can change your benefit elections in Employee Self Service (ESS). Elections must be entered within 7 days once HR notifies you. Once notified, you may do the following:

- Drop spouse from McClatchy benefit coverage
- Add/Delete dependent(s) on medical, dental and vision coverage
- Update dependent information (SSN required)
- Change FSA elections
- Change your long-term disability coverage
- Change employee supplemental life insurance
- Add/Drop dependent on supplemental life insurance
- Update life insurance beneficiary

Update personal information in ESS

- Address
- Emergency contact information

Update payroll information in ESS

- W-4 and State tax withholdings

Update your 401(k) beneficiary information (Plan #098630)

- Update online by going to www.vanguard.com or call Vanguard member services at (800) 523-1188

Request a Qualified Domestic Relations Order (QDRO) package

- If your ex-spouse was awarded any of your pension or 401(k) benefit, a QDRO must be filed with the Court.
- Obtain a QDRO package (contains QDRO procedures and model QDRO) from McClatchy HR at 1-866-334-2337 or send an e-mail to pension@mcclatchy.com or 401k@mcclatchy.com.

* If you add a dependent onto a McClatchy health care plan, you may be asked to submit additional documentation to substantiate your dependent's eligibility for this coverage.