



# Health and Insurance Benefits Handbook

Puerto Rico

For coverage effective January 1, 2025



# Benefits Handbook for Health, Disability and Life Insurance Benefits

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Your benefits are a valuable part of the rewards of working at Citi. To make the most of your benefits, you need to understand how they work.

This Benefits Handbook will help you do just that. It contains the official documents for your Citi health care and insurance benefits plans to show you what's covered and provides general information to help you make the right decisions for you and your family.

This Handbook describes benefits available as of January 1, 2025 and contains the official documents for your Citi health care and insurance benefits plans.

If you need information about benefits coverage that is not included in this Handbook, contact the health plans directly as explained in the "Telephone and Website Directory" on page 131 or call the Citi Benefits Center through ConnectOne at **1 (800) 881-3938**. From the "benefits" menu, choose the "health and insurance benefits" option. You can choose to hear the enrollment menu in Spanish or in English. Representatives are available from 9 a.m. to 6 p.m. ET, Monday through Friday, excluding holidays.



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# About this Handbook

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This document describes health and insurance benefits for certain Puerto Rico employees of Citigroup Inc. (“Citigroup”) and its participating companies (collectively the “Company”) as in effect January 1, 2025. The benefits described in this document are:

- Citigroup Health Benefit Plan:
  - Triple-S Preferred Provider Organization (PPO) Plan; and
  - Triple-S Prescription Drug Program;
- Citigroup Dental Benefit Plan:
  - Triple-S Dental Plans;
- Citigroup Vision Benefit Plan;
- Citigroup Be Well Program;
- Citigroup Disability Plan;
- Citigroup Life Insurance Benefits Plan:
  - Basic Life insurance;
  - Basic Accidental Death and Dismemberment (AD&D) insurance;
  - Group Universal Life (GUL); and
  - Supplemental AD&D insurance;
- Citigroup Business Travel Accident/Medical Insurance Plan (BTA/BTM);
- Citigroup Work/Life Program; and
- Citigroup Legal Benefits Plan.

The document serves as a summary plan description (SPD) for the health and insurance benefit plans described above (the “Citigroup Health and Welfare Plans or collectively the “Plans” and individually a “Plan”).

This summary has been written, to the extent possible, in non-technical language to help you understand the basic terms and conditions of the Plans as they are in effect. This description is intended only to be a summary of the major highlights of the Plans.

The Plans are subject to the provisions of the Employee Retirement Income Security Act of 1974, as amended (“ERISA”). To the extent applicable, the Plans will be interpreted and administered in accordance with ERISA and applicable law.

No general explanation can adequately give you all the details of the Plans. This general explanation does not change, expand or otherwise interpret the terms of the Plans. If there is any conflict between this SPD and any written or oral communication by an individual representing the Plans, and the Plan documents, the terms of the Plan documents — including any related insurance contracts as interpreted in the sole discretion of the Plan Administrator — will be followed in determining your rights and benefits under the Plans.

Citigroup may change or discontinue the Plans or any part thereof at any time.

The summary information is general in nature and is not meant as tax advice. Citigroup Inc. and its affiliates are not in the business of providing personal tax or legal advice to its employees. Any such taxpayer should seek advice, based on the taxpayer’s particular circumstances, from an independent tax adviser.

# Benefits Overview

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Citi provides a basic level of benefits coverage (core benefits) as well as the opportunity to enroll in additional coverage. Coverage is effective on your date of hire or the date you become eligible for benefits. Other than the core benefits, you must enroll in the benefit to have coverage.

Core benefits, provided at no cost to you, are:

- Basic Life insurance, equal to your benefits eligible pay, if your benefits eligible pay is less than \$200,000, on your date of eligibility. Coverage is administered by MetLife;
- Basic Accidental Death and Dismemberment (AD&D) insurance, equal to your benefits eligible pay, if your benefits eligible pay is less than \$200,000, on your date of eligibility. Coverage is administered by MetLife;
- Business Travel Accident/Medical insurance, administered by Chubb, of up to five times your benefits eligible pay to a maximum benefit of \$2 million; medical coverage related to covered accidents and/or sickness while traveling on behalf of Citi outside of your home or assigned country;
- Short-Term Disability (STD) coverage, administered by MetLife, to replace up to 100% of your annual base salary for an approved disability leave of up to 13 weeks; the number of weeks at 100% pay will depend on your length of service with Citi;
- Long-Term Disability (LTD) coverage, administered by MetLife, equal to 60% of your benefits eligible pay. This is a core benefit if your benefits eligible pay is less than or equal to \$50,000.99; and
- Be Well Program, administered by TELUS Health (formerly LifeWorks) provides 24/7 confidential counseling and referral services, to assist employees with various life issues.

Additional benefits to consider that require active enrollment are:

- Medical;
- Dental;
- Vision;
- Long-Term Disability (LTD), if your benefits eligible pay is \$50,001 and above. If your benefits eligible pay is \$50,000.99 and under, LTD is a core benefit provided at no cost to you;
- Group Universal Life (GUL);
- Supplemental Accidental Death and Dismemberment (AD&D) insurance; and
- MetLife Legal Plan (Legal Plan).

## Enrollment Instructions

### *As a New Hire or Newly Eligible for Benefits*

As a newly-hired benefits eligible employee or if you are newly eligible for benefits, you will have **31 days** from your date of eligibility to enroll in Citi health and welfare benefits. Enrolling in Citi health and welfare benefits is not mandatory. However, you must enroll during your initial enrollment period to have non-core benefits, including medical, dental, vision, and GUL coverage.

## About this Handbook

### Annual Enrollment

Each year in the fall, employees have the opportunity to add or change benefits coverage during an Annual Enrollment period. During this time, you will have an opportunity to evaluate your current coverage and select your benefits for the upcoming year. The benefits you select during Annual Enrollment will take effect the following January 1 and will generally remain in effect through December 31, unless you experience certain life events (known as a qualified change in status), such as getting married or having a baby, which may allow you to make changes to your benefits.

Midyear changes are not permitted under the Legal Plan, even if you have a Qualified Status Change that allows you to change other Citi benefits.

Once you are enrolled in the Legal Plan, your participation will continue unless you elect to drop coverage during a subsequent Annual Enrollment period.

### Dependent Verification

The first time you enroll new dependents in Citi benefits, you will be asked to report information about each of your eligible dependents such as name, date of birth, Social Security number and, if age 26 or older, whether the child has a mental or physical disability. You will also be required to submit proof of the dependent's eligibility for coverage. For more information on the dependent verification process, see "Eligibility" on page 13.

You are required to provide the Social Security number of each of your dependents. However, if your dependent does not have a Social Security number at this time, you should notify the Citi Benefits Center. Please note that not having a Social Security number on file may delay the timely payment of claims. Provide the Social Security number to the Citi Benefits Center when you receive it.

You must also keep your dependent information current:

- When you enroll during the Annual Enrollment period, you can change your dependent information; and
- When you change your coverage or coverage category as a result of a qualified change in status, you must notify the Citi Benefits Center of any updates in dependent information.

### What Happens if You Do Not Enroll

If you do not enroll, you must wait until the next Annual Enrollment period unless you have a qualified change in status to enroll in medical, dental or vision coverage. If you have a qualified change in status, you may be permitted to enroll in GUL and/or LTD coverage without providing evidence of insurability. Please note, you have 31 days from the date of a qualified change in status to enroll in or change your coverage in connection with the qualified change in status. See "Qualified Changes in Status" on page 18 for information on qualified changes in status. Exceptions to the 31-day rule are legal separation or divorce, the loss of Medicaid and/or Children's Health Insurance Program coverage, and the start of eligibility for state premium insurance. For these three events, you have 60 days to report a change of status and change your benefits. You are not permitted to change coverage in the Legal Plan mid-year due to a qualified change in status.

### How to Enroll

Your enrollment deadline is shown online and on your Personal Enrollment Worksheet. You can enroll by telephone or online by following the instructions below.

#### Online

You can access the Your Benefits Resources™ (YBR™) website through My Total Compensation and Benefits at **[www.totalcomponline.com](http://www.totalcomponline.com)**. If you are a new employee, use the "Health and Insurance (YBR)" link to enroll in your benefits.



## By Telephone

You also can enroll by telephone. Call ConnectOne at **1 (800) 881-3938**. From the “benefits” menu, choose the “health and insurance benefits” option to speak to a Citi Benefits Center representative.

## Enrollment in Triple-S Medical and Dental

If you elect both medical and dental coverage, you must enroll in the same coverage category for both dental and medical benefits. If you cover dependents under both the medical and dental plans, you must cover the same dependents in both the medical and dental plans.

## Confirmation of Enrollment

If you enroll by telephone, a confirmation statement will be mailed to your home between one and three weeks after you enroll. Your confirmation statement will list your benefit elections and their costs. Review this confirmation statement carefully for accuracy and retain it as proof of your enrollment. If you find an error, call the Citi Benefits Center immediately to correct the error.

If you enroll online, print the confirmation screen after you enroll for your records. You also will receive a confirmation statement in the mail.

## Confirmation of Default

If you do not enroll, you will receive a statement confirming your default elections within several weeks after your enrollment deadline. The confirmation statement will list your Citi benefits (if any) that will continue through the year and their costs. Retain this statement as proof of any coverage you may have.

## Health Care ID Cards

If you enroll in the Triple-S medical plan or a dental plan for the first time, you will receive your ID cards within three weeks of enrolling. You will receive ID cards from Triple-S (one light blue card for services received in PR; one dark blue card for services received in the United States) that show your coverage for medical/prescription drugs and dental.

If you are enrolled in medical coverage and need to use a medical provider (doctor or hospital) before you receive your ID card, show your confirmation statement or default statement along with the Triple-S group number (SP0003726) to your provider. Members can call Triple-S through the Citi exclusive helpline at **1 (787) 774-6098**, or the general customer service helpline at **1 (787) 774-6060** to request coverage certification or a duplicate ID card. Alternately, your provider may call **1 (787) 749-4777**.

If you enroll in the Aetna Vision plan for the first time, you will receive your ID cards within three weeks of enrolling.

**Note:** All ID cards are mailed to the Citigroup employee. If you have a student dependent living away from home, you will need to send that dependent his or her card. Cards are required to obtain services.

## Beneficiary Forms

Your beneficiary information should be on file with Citi. If you have not designated a beneficiary (either by completing a form or visiting Your Benefits Resources™) you should visit Your Benefits Resources™ to designate a beneficiary. You can link to Your Benefits Resources™ through My Total Compensation and Benefits at **www.totalcomponline.com**.

You also can call ConnectOne at **1 (800) 881-3938**. From the “benefits” ConnectOne main menu, choose the “pension, retiree health and insurance and survivor support” option. Then follow the prompts for “pension beneficiary information” to name a beneficiary for Basic Life insurance, Basic AD&D insurance, and the Citi Retirement Savings Plan (Puerto Rico).

To update your Pension Plan beneficiary (if applicable), visit Citi PensionConnect through My Total Compensation and Benefits at **www.totalcomponline.com** or call the Citi Pension Center via ConnectOne at **1 (800) 881-3938** for details. From

the “benefits” menu, choose “pension.” If you enroll in GUL or Supplemental AD&D insurance for the first time, you must complete a MetLife Beneficiary Designation Form (available in the “Claim Forms” section of Citi Benefits at [www.citibenefits.com](http://www.citibenefits.com)) for each coverage in which you are enrolled and return it to MetLife at the address on the form. You can also designate or change your beneficiary by visiting the MetLife MyBenefits website through My Total Compensation and Benefits at [www.totalcomponline.com](http://www.totalcomponline.com), available from the Citi intranet and the Internet.

# Eligibility

You are considered an employee eligible for health and welfare benefits if:

- You work in Puerto Rico for Consumer Banking, North America Cards, Institutional Client Group or Corporate Center and their participating businesses;
- You are an active<sup>1</sup>:
  - Full-time employee (regularly scheduled to work 40 hours or more a week);
  - Part-time employee (regularly scheduled to work at least 20 or more hours a week); or
  - Temporary employee and work for at least 90 days, and you satisfy the definition of a part-time or full-time employee noted above; you become benefits eligible on the date you are employed 90 days;
- You receive regular biweekly or monthly pay; and
- You are employed by a participating employer.

A “participating employer” is Citigroup Inc. and any subsidiary in which Citi owns at least an 80% interest.

For purposes of determining whether you are an eligible employee under the Plans, you are an “active” employee if you are working for your employer doing all the material and substantial duties of your occupation at your usual place of business or some other location that your employer’s business requires you to be or absent from work solely due to vacation days, holiday or scheduled days off.

**Note:** If you are on an approved leave of absence your eligibility for certain benefits may change. Refer to the “Coverage if You Take a Leave of Absence” on page 97 for additional details.

If both you and your spouse/partner are employed by Citigroup and are benefits eligible, each of you can enroll individually or one of you can enroll and claim the other as a dependent. You cannot enroll as an individual and be claimed as your spouse’s/partner’s dependent.

## Medicare Eligible?

If you and/or your dependents are enrolled in Medicare or will become eligible for Medicare in the next 12 months, a federal law gives you more choices for your prescription drug coverage. See “Legal and Administrative Information” on page 93 for details.

<sup>1</sup> If you are on an approved leave of absence, you may be eligible to enroll in Citigroup benefits (other than LTD and GUL); other enrollment restrictions may apply.

## Special Enrollment Rights

If you or your dependents lose eligibility for Medicaid and/or the Children's Health Insurance Program, if applicable, you have special enrollment rights under the Plan. You must request coverage under the medical plans within 60 days of the noted occurrence. Call the Citi Benefits Center through ConnectOne at **1 (800) 881-3938**. From the "benefits" menu, choose the "health and insurance benefits" option and then speak to a Citi Benefits Center representative.

## When You Are Not Eligible to Enroll

You are not eligible to enroll in the Plans if:

- Your compensation is not reported on a Form 499R-2/W-2 PR (commonly known as a Form W-2 PR) issued by a participating business;
- You are employed by a Citigroup subsidiary or affiliate that is not a participating business;
- You are engaged under an agreement that states you are not eligible to participate in the applicable Plan or program; or
- You are classified by Citigroup as an independent contractor or consultant.

## No Pre-Existing Condition Limitations

The Citigroup Health Benefit Plan does not have a pre-existing condition limitation or exclusion that would prevent you and your eligible dependents from enrolling in the Plan or receiving benefits for a specific condition or illness.

## Definition of Eligible Dependents

When you add a new spouse/partner and/or a dependent child to your coverage, you will be required to submit proof of their eligibility for coverage (for example, a marriage license or birth certificate). If proof is not received by the deadline stated in the dependent verification package, they will be dropped from coverage.

Your eligible dependents must be U.S. citizens or legal residents of Puerto Rico and generally are:

- Your lawfully married spouse, or your common-law spouse, if Puerto Rico recognizes common-law marriages, or your civil union partner/domestic partner. If you are legally separated or divorced, your spouse is not an eligible dependent unless mandated by state law; at any time, you cannot cover more than one person as your spouse/partner.

**Note:** Civil union partnerships generally provide the same protection as marriage. Additionally, if your domestic partnership is registered in the Commonwealth, any state or under any local government authority authorized to provide such registration, documentation of such registration will be accepted as proof of your domestic partnership and will have similar protection. However, if your domestic partnership is not registered, you are permitted to cover a domestic partner by completing a certification that satisfies the requirements described under Partner Benefits on page 22.

- Your domestic partner;
- Your domestic partner's eligible dependents;
- Your children under age 26 as of December 31 of the plan year that precedes the year in which the coverage applies who are:
  - Your biological children;
  - Your legally adopted children; for purposes of coverage under the Plans, adopted children will be considered eligible dependents when they are lawfully placed in your home for adoption or when the adoption becomes final, whichever occurs first.



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- Your stepchildren; and
- Other children for whom you are the legal guardian, in accordance with the laws of Puerto Rico.

**Note:** Coverage generally will remain in effect through December 31 of the year in which the child reaches the maximum age.

No person can be covered under these Plans as both an employee and as an eligible dependent or as an eligible dependent of more than one employee.

### About Disabled Children

To enroll your disabled adult child age 26 or older, you must have a letter from the Social Security Administration (SSA) declaring your child as disabled; if you do not have such a letter, Triple-S, the medical plan administrator, will evaluate the child to determine eligibility for adding him or her to your health care coverage. Triple S reserves the right to request medical evidence of disability as needed.

If your eligible dependent child is permanently and totally disabled as defined for purposes of obtaining Social Security benefits and (a) is covered under the Plans before reaching age 26 as described above, or (b) you enroll this dependent when eligible under the Plans, this child may continue to be considered an eligible dependent under the Plans beyond the date his or her eligibility for coverage would otherwise end. You must provide written proof of this incapacity to the Claims Administrator within 31 days of the date eligibility would otherwise end or as requested thereafter. This eligible dependent must still meet all other eligibility qualifications to continue coverage, including, but not limited to, continuing to be permanently and totally disabled.

## Paying for Your Benefits

In addition to paying for core benefits, Citigroup contributes toward the cost of medical and dental coverage for you and your dependents. You will find the cost to enroll in all coverage categories on your Personal Enrollment Worksheet or on Your Benefits Resources™ (YBR™) accessible through My Total Compensation and Benefits at [www.totalcomponline.com](http://www.totalcomponline.com).

Your contribution for medical coverage will depend on the amount of your benefits eligible pay and your coverage category.

Please note that if your coverage begins during a pay period, your contributions will not be prorated based on having coverage for only part of the pay period.

### Benefits Eligible Pay and Your Benefits

Benefits eligible pay is used to determine:

- Medical contributions;
- Long-Term Disability (LTD) benefits and, where applicable, LTD contributions;
- Basic Life insurance benefits;
- Basic Accidental Death & Dismemberment (AD&D) insurance benefits;
- Group Universal Life (GUL) insurance benefits and costs;
- Supplemental AD&D insurance benefits and costs;
- Short-Term Disability benefits for ICG and CPWM employees that hold the title of Wealth Advisor (“WA”) or its equivalent and receive commissions as a component of their benefits eligible pay; and
- Business Travel Accident/Medical insurance benefits.

## Definition of Benefits Eligible Pay

### If You Are Enrolling in Benefits as a New Hire or Newly Eligible Employee

Your benefits eligible pay at the time you are hired or newly eligible for benefits is equal to your annual salary. For future years, your benefits eligible pay will be based on a formula that includes your actual base pay plus commissions, performance-based bonuses and any annual incentive bonus, as noted below. **Note:** Your benefits eligible pay does not necessarily equal the amount reported as salaries and wages on your Form W-2 PR.

### If You Are Enrolling During the Annual Enrollment Period for Coverage Effective January 1, 2025

Your benefits eligible pay is made up of the following:

- Annual base pay as of June 30, 2024;
- Commissions paid from January 1 - December 31 in the year prior to enrollment to capture an entire year of commissions paid; commissions paid from January 1 - December 31, 2023 will be used for the 2025 Annual Enrollment calculation;
- Cash bonuses (other than the cash portion of any annual discretionary incentive/retention award package) paid in the period January 1 - December 31 in the year prior to enrollment; cash bonuses paid in the period January 1 - December 31, 2023, excluding the cash portion of the annual discretionary incentive award/retention package dated January 2023, will be used for the 2025 Annual Enrollment calculations;
- Annual discretionary incentive/retention award package dated in the year of enrollment includes, as applicable, cash bonus, Capital Accumulation Program (CAP) Award and Deferred Cash Award. Annual discretionary incentive/retention award packages dated January/February 2024 will be used for the 2025 Annual Enrollment calculation;
- Short-Term Disability benefits paid from January 1 - December 31, 2023, for employees paid commissions only.

### If You Become Disabled

In the event that you go out on a disability, your benefits eligible pay will be recalculated for annual enrollment after you return from the disability leave, if your leave extends beyond the benefits eligible pay calculation period for purposes of annual enrollment for the 2025 plan year or beyond. Your benefits eligible pay will not change while you are out on a disability leave.

## Coordination of Benefits

Coordination of benefits prevents duplication of payments when a covered employee or a covered dependent has health coverage under a Citigroup Plan and one or more other plans, such as a spouse's/partner's or other employer's plan.

The Citigroup Health Benefit Plan, the Citigroup Dental Benefit Plan and the Citigroup Vision Benefit Plan (the "Plans") contain a coordination of benefits provision that may reduce or eliminate the benefits otherwise payable under the applicable Plan when benefits are payable under another plan. Certain provisions are summarized below, and additional terms and conditions may apply under the terms of the Plan documents.

When you are covered by more than one plan, the primary plan will pay benefits first while the secondary plan will pay benefits after the primary plan has paid benefits.

### How Coordination of Benefits Works

- When the Plans are primary: The Plans consider benefits as if secondary plans do not exist, and it will pay benefits first.

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- When the Plans are secondary: The Plans will pay the difference, if any, between what you would have received from Citigroup if it were the only coverage and what you are eligible to receive from the other plans. Total benefits will never equal more than what the Plans would have paid alone. If a service is not covered or coverage is denied, you will be responsible for payment.

In general, the Plans will be the primary plan for claims as follows:

- For you, if you are not covered as an employee by another plan;
- For your spouse/partner, if your spouse/partner is enrolled in a Citigroup plan as an eligible dependent and is not covered as an employee by another plan; and
- For your dependent children.

Parents' birthdays are used to determine whose coverage is primary for the children. The coverage of the parent whose birthday (month and day) comes before the other parent's birthday in the calendar year will be considered primary coverage. For example, if your spouse's/partner's birthday is in January and your birthday is in May, your spouse's/partner's plan is considered the primary plan for your children.

If both parents have the same birthday, then the coverage that has been in effect the longest is primary. This rule applies only if the parents are married to each other.

### In Case of Divorce or Separation

When a child is claimed as a dependent by parents who are separated or divorced, the primary plan is the plan of the parent who has court-ordered financial responsibility for the dependent child's health care expenses. When a child's parents are legally separated or divorced and there is no court decree, benefits will be determined in the following order:

- The plan of the parent with custody of the child;
- The plan of the spouse/partner of the parent with custody of the child;
- The plan of the parent who does not have custody of the child.

In the event of a legal conflict between two plans over which is primary and which is secondary, the plan that has covered the individual for the longer time will be considered primary. When a plan does not have a coordination-of-benefits provision, the rules in this provision are not applicable and such plan's coverage is automatically considered primary.

## Coverage Categories

Citi offers four coverage categories for medical and dental coverage:

- **Employee Only:** Coverage for you only;
- **Employee Plus Spouse/Partner:** Coverage for you and your spouse/partner only;
- **Employee Plus Children:** Coverage for you and your eligible children including the eligible children of your spouse/partner; and
- **Employee Plus Family:** Coverage for you, your spouse/partner, your eligible children and your partner's eligible children.

If you elect both medical and dental coverage, you must enroll in the same coverage category for both dental and medical benefits. If you cover dependents under both the medical and dental plans, you must cover the same dependents in both the medical and dental plan.

Each category has a different cost. You will find your costs in your enrollment materials.

**For vision coverage only:** If you elect vision coverage, you must designate a level of coverage (one person, two people or three or more people). You do not need to be enrolled in the vision plan to enroll a dependent for vision coverage.

You can change your coverage category during the Annual Enrollment period and within 31 days (or, where applicable, 60 days) of a qualified change in status.

## Qualified Changes in Status

The rules regarding qualified changes in status apply to coverage elections you make for medical, dental, vision, LTD and GUL insurance. Please note that the qualified change in status rules do not apply to enrollment in the Legal Plan. If you enroll during annual enrollment, you will not be able to make a change until the next annual enrollment. In general, the benefit plans and coverage levels you choose during Annual Enrollment remain in effect for the following calendar year. However, you may be permitted to change your elections between Annual Enrollment periods if you have a qualified change in status or other applicable event, as explained below.

**You must report to the Citi Benefits Center any change of status that affects your benefits within 31 days of the qualified event** by following the process described under “How to report a qualified change in status” below. Exceptions to the 31-day rule are legal separation or divorce, the loss of Medicaid and/or Children’s Health Insurance Program coverage, and the start of eligibility for state premium insurance. For these three events, you have 60 days to report a change of status and change your benefits.

*Do not report qualified changes in status to your medical plan.* Your medical plan must receive status change information from Citi, not from you.

Depending on the event, you may be permitted to:

- Enroll in or drop your medical, dental or vision coverage;
- Enroll in LTD without having to provide evidence of good health; and
- Enroll in or increase GUL insurance without having to provide evidence of good health. (You may increase your coverage if the first, second, third or sixth events below apply. When you experience one of those events, if you have not elected the GUL maximum benefit, you may elect to increase your GUL coverage by one times your benefits eligible pay, not to exceed \$500,000, without providing evidence of insurability. Initial election of spouse/partner or child coverage under this program is available if you marry, establish an eligible partnership or in the event of the birth or adoption of a child.)

Examples of qualified changes in status are:

1. Your marriage, legal separation or divorce;
2. Meeting the eligibility to qualify as a domestic/civil union partner;
3. The birth or adoption of a child;
4. The loss of coverage eligibility for a dependent child who, for example, becomes ineligible due to age or recovery from a disability;
5. The loss of coverage under your spouse’s/partner’s or other employer’s plan;
6. The death of a spouse/partner or dependent child;
7. The issuance of a Qualified Medical Child Support Order (QMCSO);
8. Relocation outside your medical plan’s network area;
9. The start of a military leave of absence; and
10. The loss of group Basic Life insurance;

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- If your benefits eligible pay for benefits purposes increases (equal to or exceeds \$200,000) such that you become ineligible for company-paid Basic Life and Basic AD&D insurance, this loss of coverage constitutes a qualified change in status for enrollment in GUL insurance. If you have not previously elected the maximum coverage under GUL, during Annual Enrollment you can elect GUL equal to one times your benefits eligible pay, not to exceed \$500,000, without providing evidence of good health.

The following is a list of qualified changes in status that will allow you to change your elections within 31 days (or, where applicable, 60 days) of the occurrence of the qualified change in status as long as you meet the consistency requirements, as described below:

- **Legal marital status:** Certain events that change your legal marital status, including marriage, divorce, death of a spouse, legal separation or annulment. **Note:** in the event of a divorce or legal separation, you will have 60 days from the event to change your elections;
- **Civil union/domestic partnership status:** You enter into or terminate a partnership;
- **Number of dependents:** Any event that changes your number of tax dependents, including birth, death, adoption and placement for adoption;
- **Employment status:** Any event that changes your, your spouse's/partner's, or another dependent's employment status that results in gaining or losing eligibility for coverage. Examples include:
  - Beginning or terminating employment;
  - A strike or lockout;
  - Starting or returning from an unpaid leave of absence;
  - Changing from temporary to permanent employment or vice versa;
  - Changing from part-time to full-time employment or vice versa; and
  - A change in work location.
- **Dependent status:** Any event that causes your tax dependents to become eligible or ineligible for coverage because of age or recovery from disability;
- **Residence:** A change in the place of residence for you, your spouse/partner or another dependent if outside your medical plan's network area.

Coverage changes will be administered in accordance with applicable Treasury Regulations (Treasury Regulation section 1.125-4).

The following are rules that are applicable to a qualified change in status. Any change in benefits request, including the ones discussed below, in connection with a qualified change in status must be made within 31 days of the occurrence of the qualified change in status, except as otherwise indicated.

### Consistency Requirements

The changes you make to your medical, dental and vision coverage must be "due to and consistent with" your qualified change in status. To satisfy the federally required "consistency rule," your qualified change in status and corresponding change in coverage must meet both of the following requirements.

- **Effect on eligibility:** The qualified change in status must affect eligibility for coverage under the plan or under a plan sponsored by the employer of your spouse/partner or other dependent (s). For this purpose, eligibility for coverage is affected if you become eligible (or ineligible) for coverage or if the qualified change in status results in an increase or decrease in the number of your dependents who may benefit from coverage under the plan.

- **Corresponding election change:** The election change must correspond with the qualified change in status. For example, if your dependent loses eligibility for coverage under the terms of the health plan, you may drop medical coverage only for that dependent. The Plan Administrator will determine whether a requested change is due to a qualified change in status and is consistent with the qualified change in status.

### Coverage and Cost Events

In some instances, you can make changes to your benefits coverage for other reasons, such as midyear events affecting your cost or coverage, as described below.

#### *Coverage Events*

If Citi adds or eliminates a plan option in the middle of the plan year, or if Citi-sponsored coverage is significantly limited or ends, you and your eligible dependents can elect different coverage.

For example, if there is an overall reduction under a plan option that reduces coverage to participants in general, participants enrolled in that plan option may elect coverage under another option providing similar coverage (if the other plan option permits). Additionally, if Citi adds another plan option midyear, participants can drop their current coverage and enroll in the new plan option (if the new plan option permits). You and/or your eligible dependents may also enroll in the new plan option even if not previously enrolled for coverage at all (if the new plan option permits).

Also, if an election change is permitted during a different Annual Enrollment period applicable to a plan of another employer, you may make a corresponding midyear election change.

If another employer's plan allows your spouse/partner or other dependent to make a mid-year change to his or her elections, you may make a corresponding midyear election change to your coverage.

#### *Cost Events*

You must contact the Citi Benefits Center within 31 days to make a change as a result of a cost event. Otherwise, your next opportunity to make changes will be the next enrollment period or when you have a qualified change in status or other applicable event, whichever occurs first.

If your cost for medical, dental or vision coverage increases or decreases significantly during the year, you may make a corresponding election change. For example, you may elect another plan option with similar coverage or drop coverage if no alternative coverage is available. Additionally, if there is a significant decrease in the cost of a plan option during the year, you may enroll in that plan option, even if you declined to enroll in that plan option earlier.

Any change in the cost of your plan option that is not significant will result in an automatic increase or decrease, as applicable, in your share of the total cost.

### Other Rules

**Medicare or Medicaid Entitlement:** You may change an election for medical coverage midyear if you, your spouse/partner or your eligible dependent becomes entitled to, or loses entitlement to, coverage under Part A or Part B of Medicare or under Medicaid. However, you are limited to reducing your medical/dental coverage only for the person who becomes entitled to Medicare or Medicaid, and you are limited to adding medical/dental coverage only for the person who loses eligibility for Medicare or Medicaid.

**Family and Medical Leave Act:** You may drop medical, dental and vision coverage midyear when you begin an unpaid leave, subject to the provisions of the Family and Medical Leave Act (FMLA). If you drop coverage or if you fail to make payments for benefits coverage during your FMLA leave, when you return from the FMLA leave, you have the right to be reinstated to the same elections you made prior to taking your FMLA leave.

### *How to Report a Qualified Change in Status Event*

You have **31 days** from the date of the event to report a qualified change in status event and, if applicable, to change your and/or your dependent's coverage. To add a newborn child to your coverage, you must do so within 31 days of the child's

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birth. Exceptions to the 31-day rule are legal separation or divorce, the loss of Medicaid and/or Children's Health Insurance Program coverage, and the start of eligibility for state premium assistance. For these three events, you have 60 days to report the change.

To add a dependent, report the name, date of birth and, if available, Social Security number for each dependent you want to add or remove from your coverage. If a newborn does not yet have a Social Security number, you must report all other information within 31 days (or, where applicable, 60 days) and add the Social Security number once you obtain it. When you add a new dependent to your coverage, you will be required to submit proof of the dependent's eligibility for coverage (for example, a marriage license or birth certificate). If proof is not received by the deadline stated in the dependent verification package, the dependent(s) will be dropped from coverage.

Even if you are already enrolled in Citi family medical, dental or vision coverage, you must report any new dependent; otherwise, your new dependent's claims will not be paid. *Do not report a new dependent to your medical/dental plan.* Your plan must receive the information from Citi, not from you.

To report a qualified change in status and, if applicable, change your coverage category and benefits:

- Call the Citi Benefits Center via ConnectOne at **1 (800) 881-3938**. From the "benefits" menu, choose the "health and insurance benefits" option.
- Visit Your Benefits Resources™, available through My Total Compensation and Benefits at **[www.totalcomponline.com](http://www.totalcomponline.com)**.
- To enroll in or change your Group Universal Life (GUL) or Supplemental AD&D insurance coverage, call MetLife at **1 (888) 252-3607** or visit the MetLife MyBenefits website available through My Total Compensation and Benefits at **[www.totalcomponline.com](http://www.totalcomponline.com)**.

When reporting a new dependent whom you wish to enroll in Citi coverage, you may have to change your coverage category. For example: You are enrolled in medical coverage under the "Employee Only" category and then you get married. If you want to cover your new spouse, you must report information about your new spouse *and* change from the "Employee Only" to the "Employee Plus Spouse/Partner" coverage category. You will be subject to any changes in costs associated with the changes in coverage category.

### Deadline to Report Qualified Changes in Status

You must report or revise dependent information and change your dependent's coverage or your coverage category within **31 days** (or, where applicable, 60 days) of the qualified event; otherwise, you cannot change your or your dependent's coverage or your coverage category until the next Annual Enrollment period or until you have another qualified change in status, whichever comes first.

### Newborns/Newly Adopted Children

Even if you are not enrolled for dependent coverage, Citi will pay benefits under the Citigroup Health Benefit Plan (self-funded plans) for your newborn child from birth through 31 days.

If you have coverage under the Citigroup Health Benefit Plan, you must report this qualified change in status to the Citi Benefits Center within 31 days of the child's birth to add the child to your coverage.

If you do not report the addition of your child during the first 31 days, benefits will not be payable for the child after the 31 days following the date of the child's birth and, generally, you will have to wait until the next Annual Enrollment period to enroll the child in a plan option unless another qualifying event occurs that would permit coverage to begin at an earlier time. In this case, no payment will be made for any day of confinement, treatment, services or supplies given to the child after the initial 31 days after the child's birth. No other benefits will be paid on behalf of the child.

This includes, but is not limited to, the following provisions:

- Extension of benefits; and
- Continuation of coverage.



Remember, you must report information to the Citi Benefits Center about a new dependent even if you already have family coverage. Otherwise, your new dependent will not be covered. New dependent coverage is subject to dependent verification.

## Plan Changes You Can Make at Any Time

You can cancel, enroll in or change the following coverage at any time.

### *Long-Term Disability (LTD)*

You may enroll in LTD coverage at any time. However, you must provide evidence of insurability except when you enroll when you're a new hire or as a result of certain qualified changes in status.

The LTD portion of the Citigroup Disability Plan will not cover any total disability caused by, contributed to or resulting from a pre-existing condition until you have been enrolled in the Plan for 12 consecutive months. A pre-existing condition is an injury, sickness or pregnancy for which — in the three months prior to the effective date of coverage — you received medical treatment, consultation, care or services; took prescription medications or had medications prescribed; or had symptoms that would cause a reasonably prudent person to seek diagnosis, care or treatment.

### *Group Universal Life (GUL)*

You can enroll in GUL coverage at any time. GUL coverage is administered by MetLife. MetLife does not require evidence of good health to enroll:

- When first eligible (as a new hire or newly eligible for Citi benefits) if enrolling for up to three times the amount of your benefits eligible pay, not to exceed \$500,000, and the total is less than \$1.5 million; and
- For one times your benefits eligible pay as a result of losing Basic Life coverage because your benefits eligible pay increased to \$200,000 or above.

However, MetLife will require evidence of good health if you want:

- To enroll at any other time;
- To enroll for an amount greater than three times your benefits eligible pay, not to exceed \$500,000, or \$1.5 million; or
- To increase the amount of your current coverage after you initially enrolled.

You must be actively at work before coverage will be effective.

### *Supplemental Accidental Death and Dismemberment (AD&D) Insurance*

You can enroll in Supplemental AD&D insurance at any time. Enrollment in this coverage does not require evidence of good health.

You must be actively at work before coverage will be effective.

## Partner Benefits

Citi offers benefits coverage to your certified or registered unmarried partner, regardless of gender, gender identity or presentation. (You must submit a partner registration or certification of your domestic partnership as applicable, before you can enroll a partner or a partner's child[ren] under your Citi coverage.)

You may cover your partner and his or her eligible children under the following Plans:

- Medical;
- Dental;
- Vision;



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- Group Universal Life (GUL) insurance; and
- Supplemental AD&D insurance for partners and life insurance for children.

You may enroll your partner and his or her eligible children in the medical and/or dental plan in which you enroll. You may enroll your partner in spousal GUL, Supplemental AD&D insurance and/or the Vision Care Plan even if you do not enroll in those Plans.

### *When You Can Enroll Your Partner in Citigroup Coverage*

You can enroll your partner and his or her eligible children for Citigroup benefits during Annual Enrollment (for coverage effective January 1 of the following year) or within 31 days of a qualified change in status. Examples of qualifying events that will allow you to enroll your partner and his or her eligible children are:

- Upon the submission of a partner registration, if applicable, or the completion of a Certification of Domestic Partnership form, available through the Citi Benefits Center, and the submission of the required supporting documentation;
- The birth or adoption of a child; and
- Your partner's loss of benefits coverage in another employer's plan.

### *Eligibility*

You are eligible to enroll your partner who is a U.S. citizen or legal resident of Puerto Rico in Citigroup coverage if you are an employee who is active or on an approved leave of absence. However, if you are not actively at work, you cannot enroll your domestic partner in GUL insurance until after you return to work.

To be eligible for coverage, your partnership must be registered in any state or under any local government authorized to provide such registration. Your registration will be accepted as proof of your partnership. If your partnership is not registered, you must complete a domestic partner certification, attesting that you both satisfy the following criteria:

- You currently share a principal residence and intend to do so permanently;
- You have lived together for at least six consecutive months prior to enrollment;
- You are financially interdependent, or your partner is dependent on you for financial support;
- Neither you nor your domestic partner is legally married to another person; if you are married, legally separated or getting divorced, you cannot add a domestic partner to your coverage until the later of six months from the date your divorce is final or the date you report your divorce to the Citi Benefits Center;
- Both of you are at least 18 years old and mentally competent to consent to contract;
- You are not related by blood to a degree of closeness that would prohibit marriage were you of the opposite sex; you cannot enroll your parents or siblings even though all other bullets may apply to your relationship;
- Neither you nor your domestic partner is in a marriage, domestic partnership or civil union with anyone else;
- You have mutually agreed to be responsible for each other's common welfare; and
- You are in a relationship intended to be both permanent and one in which each is the sole domestic partner of the other.

The Company may require you to provide proof of your financial interdependence (or domestic partner's financial dependence) by producing two or more of the following documents:

- A joint mortgage or lease;
- Designation of the domestic partner as beneficiary for life insurance or retirement benefits;
- Joint wills or designation of the domestic partner as executor and/or primary beneficiary;
- Designation of the domestic partner as your agent under a durable power of attorney or health care proxy;

- Ownership of a joint bank account, joint credit cards or other evidence of joint financial responsibility; or
- Other evidence of economic interdependence.

If your domestic partnership ends, you and your domestic partner must attest to the termination of your domestic partnership. Alternatively, if your registration (as noted above) is terminated or no longer effective pursuant to state law or local government authority, documentation to that effect will be accepted as proof of the termination of your partnership. You can obtain the required documents by calling the Citi Benefits Center through ConnectOne at **1 (800) 881-3938**. From the “benefits” menu, choose the “health and insurance benefits” option. You must wait six months from the time your termination attestation form is received before you can add a new domestic partner.

The children of your partner are eligible for coverage if they are U.S. citizens or legal residents of Puerto Rico, are under age 26 as of December 31 of the plan year that precedes the year for which coverage applies, and they are your partner’s:

- Biological children;
- Legally adopted children;
- Stepchildren; and
- Other children for whom your partner is the legal guardian, in accordance with the laws of Puerto Rico.

To enroll your disabled adult child age 26 or older, you must have a letter from the Social Security Administration (SSA) declaring your child as disabled; if you do not have such a letter, Triple-S, the medical plan administrator, will evaluate the child to determine eligibility for adding him or her to your health care coverage.

You can cover your disabled child beyond age 26 if before age 26 the dependent child became incapable of self-sustaining employment due to a disability, in which case the dependent may be eligible for coverage beyond such age.

# Newborns’ and Mothers’ Health Protection Act Notice

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Group health plans and health insurance issuers generally may not, under federal law, restrict benefits for any hospital length of stay in connection with childbirth for the mother or newborn child to less than 48 hours following a vaginal delivery or less than 96 hours following a cesarean section.

However, federal law generally does not prohibit the mother’s or newborn’s attending provider, after consulting with the mother, from discharging the mother or her newborn earlier than 48 hours (or 96 hours as applicable). In any case, plans and issuers may not, under federal law, require that a provider obtain authorization from the plan or the insurance issuer for prescribing a length of stay not in excess of 48 hours following a vaginal delivery or 96 hours following a cesarean section.

# Women's Health and Cancer Rights Act Notice

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The Women's Health and Cancer Rights Act requires group health plans that provide coverage for mastectomies to cover reconstructive surgery and prostheses following mastectomies. If you have had or are going to have a mastectomy, you may be entitled to certain benefits under the Women's Health and Cancer Rights Act of 1998 (WHCRA). For individuals receiving mastectomy-related benefits, coverage will be provided in a manner determined in consultation with the attending physician and the patient for:

- All stages of reconstruction of the breast on which the mastectomy was performed;
- Surgery and reconstruction of the other breast, to produce a symmetrical appearance;
- Prostheses; and
- Treatment of physical complications of all stages of mastectomy including lymphedema.

These benefits will be provided subject to the same deductibles and coinsurance applicable to other medical and surgical benefits provided under this plan.

# The Mental Health Parity and Addiction Equity Act of 2008

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The Mental Health Parity and Addiction Equity Act of 2008, as amended (MHPAEA) requires group health plans and health insurance issuers to ensure that financial requirements (such as copays, deductibles) and treatment limitations (such as visit limits or pre-service authorization requirements) applicable to mental health or substance use disorder (MH/SUD) benefits are no more restrictive than the predominant requirements or limitations applied to substantially all medical/surgical benefits.

It is important to note that MHPAEA does not mandate that a plan provide MH/SUD benefits. Rather, if a plan provides medical/surgical and MH/SUD benefits, it must comply with the MHPAEA's parity provisions.

# Genetic Information Nondiscrimination Act

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Pursuant to the Genetic Information Nondiscrimination Act (GINA) of 2008, genetic information cannot be requested, required or purchased for underwriting purposes or before enrollment. You and your dependents cannot be required to undergo

genetic testing. Genetic information cannot be used to adjust premiums or contributions. The Plan may use the minimum necessary amount of genetic testing results to make determinations about claims payments.

## Qualified Medical Child Support Orders (QMCSOs)

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As required by the federal Omnibus Budget Reconciliation Act of 1993, any child of a participant under a Citigroup Health Benefit Plan, Citigroup Dental Benefit Plan or Citigroup Vision Benefit Plan who is an alternate recipient under a QMCSO will be considered as having a right to dependent coverage under the Plans.

In general, QMCSOs are court orders requiring a parent to provide medical support to an eligible child, for example, in the case of a divorce or separation.

Call the Plan Administrator to receive, at no cost, a detailed description of the procedures for a QMCSO. However, if you have a question about filing a QMCSO, call the Citi Benefits Center as instructed in the "Telephone and Website Directory" on page 131. You can file your QMCSO by mailing it to:

Attention: QMCSO Team  
P.O. Box 1542  
Lincolnshire, IL 60069-1542

Telephone: **1 (800) 881-3938** (ConnectOne; from the "benefits" menu, choose the "health and insurance benefits" option and then speak to a Citi Benefits Center representative.)  
Fax: **1 (847) 554-1614**

# Medical

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Citigroup offers coverage in Puerto Rico through Triple-S, a preferred provider organization (PPO). This plan does not have a pre-existing condition limitation or exclusion.

## Triple-S PPO

The Triple-S PPO is self-insured, meaning the Plan is not subject to the laws of Puerto Rico, and Citi pays the claims incurred.

In brief, the PPO allows you a choice each time you need medical care. You can choose an in-network provider and pay a copay for each visit for most medical services. You can choose an out-of-network provider and pay a coinsurance percentage for your visits after meeting an annual deductible. If you go to out-of-network providers, you will need to meet the annual deductible before the Plan will pay any benefits. You pay more out of your pocket when using an out-of-network provider.

The Triple-S PPO gives you the freedom to choose any doctor or hospital without a referral when you need medical treatment. The choice is always yours.

When you visit a doctor who participates in the PPO network, you will pay a \$10 copay for each office visit to a generalist physician and pay a \$15 copay for each visit to a specialist or sub-specialist.

## PPO Network Features

- Triple-S has a network of providers throughout Puerto Rico;
- Triple-S is a member of the Blue Cross and Blue Shield Association. Access to providers in the United States and around the world is available through the BlueCard® Program and BlueCard® Worldwide;
- You may visit a specialist at any time without a referral;
- You pay no annual deductible for in-network services;
- The annual out-of-pocket expense maximum is \$5,000 for an individual and \$10,000 for a family. Medical and prescription drug coinsurance and copayments apply to this limit;
- For an in-network hospital admission or hospitalization, the plan will pay 100% of covered charges after a \$150 copay (\$50 copay for partial hospitalizations);
- Most outpatient services are covered after paying 10% coinsurance; and
- You do not need to file a claim for covered services delivered by an in-network provider.

## Preventive Care

The Patient Protection and Affordable Care Act (PPACA) requires that group health plans follow certain guidelines regarding how often certain preventive screenings should be covered. These guidelines are recommended by the U.S. Preventive Services Task Force, the Centers for Disease Control (CDC), and the Health Resources & Services Administration.

Both exams and immunizations are covered by in-network providers at 100% with no deductible to meet and no annual maximums. Preventive care services include, but are not limited to:

- Routine physical exams and diagnostic tests, for example, CBC (complete blood count), cholesterol/ blood test and urinalysis and immunizations;
- Well-child services and routine pediatric care and immunizations for children, excluding travel immunizations; and
- Routine well-woman exams.

In addition to well-woman exams, the following women's preventive services are covered by in-network providers at 100% with no deductible to meet:

- Well-woman office visit to obtain recommended preventive services that are age- and developmentally appropriate, including preconception and prenatal care;
- Certain Food and Drug Administration (FDA)-approved contraceptive devices, including diaphragms, certain surgical implantable devices (Mirena), and at least one in each category of the other applicable forms of contraception in the FDA Birth Control Guide that are not covered under the Citi prescription drug program, voluntary sterilization procedures (such as sterilization implants, tubal ligation, and tubal occlusion) and patient education and counseling for women with reproductive capacity (excluding drugs that induce abortion);
- Comprehensive lactation support and counseling by a trained provider during pregnancy and/or in the postpartum period (including costs for renting breast pumps and nursing-related supplies);
- Human papillomavirus (HPV) DNA testing as part of cervical cancer screenings for women; and
- Screening for gestational diabetes.

Screening recommendations include:

- Alcohol misuse: Covered for adults, including pregnant women, in primary care setting;
- Colorectal cancer: Covered for adults 50-75, using fecal occult blood testing, flexible sigmoidoscopy or colonoscopy;
- High blood pressure: Covered every two years if between 120 and 139 systolic or 80 to 90 diastolic;
- Cholesterol/lipid disorders: Covered for men age 20-35 and women age 20-45 if at high risk, or men over 35 and women over 45 if at normal risk;
- Type 2 diabetes: Covered for asymptomatic adults with blood pressure higher than 135 systolic/80 diastolic;
- Depression: Covered for adults when staff-assisted depression care supports are in place to assure accurate diagnosis, effective treatment and follow-up; covered for adolescents age 12-18 for major depressive disorder (MDD) when systems are in place to ensure accurate diagnosis, psychotherapy (cognitive behavior or interpersonal) and follow-up;
- HIV: Covered for adolescents and adults at increased risk and all pregnant women, as determined by treating physician;
- Syphilis: Covered for adults at increased risk and all pregnant women, as determined by treating physician;
- Abdominal aorta aneurysm: Covered one time for men age 65-75 who have ever smoked;
- Breast cancer: Covered every one to two years starting at age 40;
- Genetic testing breast and ovarian cancer (BRCA: Covered for women with family history BRCA1 or BRCA2;
- Human immune-deficiency virus (HIV) counseling and screening for all sexually active people;
- Interpersonal and domestic violence screening and counseling;

## Medical

- Counseling on sexually transmitted infections for all sexually active people;
- Cervical cancer: Covered for sexually active women age 21-65;
- Osteoporosis: Covered for post-menopausal women age 60-85;
- Obesity: Covered for adults and children age 6 or older, including intensive counseling and behavioral interventions;
- Chlamydia: Covered for sexually active women who are under age 24 or are pregnant;
- Gonorrhea: Covered for sexually active women who are under age 24 or are pregnant; includes prophylactic ocular topical medication for all newborns;
- Asymptomatic bacteriuria: Covered during 12-16 weeks gestation;
- Hepatitis B: Covered during the first prenatal visit;
- Iron deficiency anemia: Covered for asymptomatic women during first prenatal visit;
- Rh (D) incompatibility: Covered during first prenatal visit;
- Congenital hypothyroidism: Covered for newborns;
- Phenylketonuria (PKU): Covered for newborns;
- Sickle cell anemia (SSA): Covered for newborns;
- Hearing loss: Covered for newborns; and
- Visual impairment under age 5: Covered to detect amblyopia, strabismus and visual acuity defects.

Additional preventive care services covered in full by Citi medical plans, as part of recent health care reform regulations include:

- Preventive services related to pregnancy for dependent children;
- Anesthesia performed in connection with a preventive colonoscopy;
- Genetic counseling and BRCA genetic testing for women who have had non BRCA-related breast or ovarian cancer; and
- Gender-based preventive services for transgender individuals.
- Tobacco-use cessation (for nonpregnant adults): counseling, behavioral interventions and US Food and Drug Administration (FDA)-approved pharmacotherapy;
- Tobacco-use cessation (for pregnant women): counseling and behavioral interventions;
- Diabetes screening (at-risk adults): screening for abnormal blood glucose as part of cardiovascular risk assessment for overweight or obese adults ages 40–70 years; and intensive behavioral counseling about diet and exercise for patients with abnormal blood glucose; and
- High blood pressure screening (adults): hypertension screening for adults ages 18 and older.

Contact your plan for details.

### Wellness Alliance and Salus in Guaynabo

Plan members enrolled in the Triple-S medical plan can receive a routine physical, well-childcare, gynecological exam, routine vision exam and lab and X-rays at Wellness Alliance and at Salus in Guaynabo.

## Fertility

The Triple-S PPO covers the medical and prescription drug expenses associated with fertility treatment. The medical fertility treatment includes in-vitro fertilization, artificial insemination, GIFT, ZIFT and other non-experimental/investigational treatments.

The fertility benefit covers:

- Prescription drug expenses (managed by Triple-S) associated with fertility treatment up to a \$7,500 family lifetime maximum for participants. This maximum is combined with any fertility benefits used under the Citigroup Prescription Drug Program for U.S. employees and their covered dependents; and
- Medical expenses up to a \$24,000 family lifetime maximum. This maximum is combined with any fertility benefits used in any of the U.S. non-HMO/EPO medical plans. Only advanced services (e.g., IVF, GIFT, ZIFT) and comprehensive services (e.g., artificial insemination) expenses accumulate toward the lifetime maximum. Expenses for diagnosis and treatment of the underlying medical condition do not count toward the lifetime maximum.

For the donor, the Plan covers the cost of physical lab work including genetic testing, psychological evaluations, medications to synchronize the cycle of the donor with the cycle of the recipient and to stimulate the ovarian function of the donor; all office visits; ultrasound; lab work normally done on the Plan participant; and the harvesting of her eggs.

The lifetime maximum per family can be spent in one year or over a number of years. If you become a U.S. employee, the Plan administrators and Triple-S will keep track of the amount you have remaining toward this benefit.

Precertification is required for all fertility services. Penalties, up to and including no coverage, apply if the treatment is received without precertification. Call Triple-S if you have questions about specific procedures or treatments or the penalties for not precertifying.

## Gender Affirmation Services

Gender affirmation treatment benefits are provided as permitted by applicable law and as are determined to be medically necessary or appropriate by Triple-S. Please see below for those services that are generally covered and those services that are not covered.

Many of the services noted below require precertification. It is strongly recommended that you contact Triple-S at **1 (787) 774-6098** or **1 (787) 774-6060** to get more information about precertification.

Generally, covered expenses include the following as permitted by applicable law and as determined to be medically necessary or appropriate by Triple-S:

- Outpatient office visits;
- Hormone therapy (and any subsequent associated risks) is covered under the pharmacy benefit (see "Prescription Drugs" on page 41 for coverage information);
- Puberty suppression;
- Voice modification and communication therapy;
- Genital surgery and surgery to change secondary sex characteristics (including but not limited to thyroid chondroplasty, bilateral mastectomy, and augmentation mammoplasty). Inpatient hospital services or treatment require pre-service authorization;
- Reconstructive and complementary procedures (including but not limited to tracheal shave, male chest reconstruction, pectoral implants, gluteal augmentation, hair removal and hair transplants). Triple-S will review appropriateness of treatment. Inpatient hospital services or treatment require pre-service authorization.



## Medical

- All preventive care is covered regardless of sex assigned at birth.

Note that all covered expenses are subject to plan pre-authorization limits.

Covered expenses do not include:

- Services performed solely for beautification or to improve appearance;
- Charges for services or supplies that are not determined to be medically necessary or appropriate as determined by Triple-S; and
- Donor sperm and eggs.

The plan will not cover costs related to reversal procedures or services. However, complications of procedures derived from reversal surgeries or treatments that are medically necessary will be covered.

## PPO Out-of-Network Features

You must meet an annual \$50 individual deductible (\$150 family) before the plan will pay any benefits.

- The annual out-of-pocket expense maximum is \$5,000 for an individual and \$10,000 for a family. Medical and prescription drug coinsurance and copayments apply toward this limit;
- Most covered expenses are reimbursed at 80% of the maximum allowed amount (MAA) after the annual deductible is met;
- You must notify Triple-S before undergoing certain procedures and receiving certain services. See “Precertification” on page 39; and
- You must file a claim to be reimbursed for covered expenses delivered by out-of-network providers.

## Medical Plan Features

This table is intended as a brief summary of benefits. Not all covered services, exclusions and limitations are shown. For additional information and/or clarification of benefits, contact Triple-S at **1 (787) 774-6098** or **1 (787) 774-6060** or visit **www.ssspr.com**.

Type of Service	In-Network	Out-of-Network
<b>Annual deductible</b>	None	\$50 individual / \$150 family
<b>Out-of-pocket maximums</b> (Both medical and prescription drug copays and coinsurance will apply toward the out-of-pocket maximum)	\$5,000 individual / \$10,000 family	\$5,000 individual / \$10,000 family

Type of Service	In-Network	Out-of-Network
<b>Generalist office visits</b>	\$10 copay per visit	Covered at 80% of Triple-S established fee* after deductible if services are rendered in PR by out-of-network providers; covered at 80% of MAA after deductible if services are rendered outside PR
<b>Specialist office visits</b>	\$15 copay per visit	Covered at 80% of Triple-S established fee* after deductible if services are rendered in PR by out-of-network providers; covered at 80% of MAA after deductible if services are rendered outside PR
<b>Lab and X-ray</b>	Covered at 75%	Covered at 80% of Triple-S established fee* after deductible if services are rendered in PR by out-of-network providers; covered at 80% of MAA after deductible if services are rendered outside PR
<b>Maternity care/prenatal office visits</b>	\$10 copay per visit	Covered at 80% of Triple-S established fee* after deductible if services are rendered in PR by out-of-network providers; covered at 80% of MAA after deductible if services are rendered outside PR

Type of Service	In-Network	Out-of-Network
<b>Hearing evaluations</b>	Covered at 100% as part of a wellness exam; 75% for a diagnostic evaluation	Covered at 80% of Triple-S established fee* after deductible if services are rendered in PR by out-of-network providers; covered at 80% of MAA after deductible if services are covered outside PR
<b>Routine vision exam</b>	Covered at 100% as part of a wellness exam; 75% for a diagnostic exam	Covered at 80% of Triple-S established fee* after deductible if services are rendered in PR by out-of-network providers; covered at 80% of MAA after deductible if services are covered outside PR
<b>Inpatient hospitalization</b>	\$150 copay per hospitalization	Covered at 80% of Triple-S established fee* after deductible if services are rendered in PR by out-of-network providers; covered at 80% of MAA after deductible if services are rendered outside PR
<b>Anesthesia</b>	Covered at 100%, not subject to deductible	Covered at 80% of Triple-S established fee* after deductible if services are rendered in PR by out-of-network providers; covered at 80% of MAA after deductible if services are rendered outside PR

Type of Service	In-Network	Out-of-Network
<b>Outpatient surgical care</b>		
<i>Surgical care</i>	Covered at 100%, not subject to deductible	Covered at 80% of Triple-S established fee* after deductible if services are rendered in PR by out-of-network providers; covered at 80% of MAA after deductible if services are rendered outside PR
<i>Lab and X-ray</i>	Covered at 75%	Covered at 80% of Triple-S established fee* after deductible if services are rendered in PR by out-of-network providers; covered at 80% of MAA after deductible if services are rendered outside PR
<i>Temporomandibular joint treatment</i>	Covered at 90%	Covered at 80% of Triple-S established fee* after deductible if services are rendered in PR by out-of-network providers; covered at 80% of MAA after deductible if services are rendered outside PR
<i>Emergency/urgent care</i>	\$50 copay for illness (\$0 for accident) per visit (waived if admitted to the hospital or referred by Teleconsulta). <b>Note:</b> ER and urgent care covered at 80% if services rendered outside Puerto Rico.	\$50 copay per visit (waived if admitted to the hospital or referred by Teleconsulta) if a true emergency; if not a true emergency, then same as above <b>Note:</b> ER and urgent care covered at 80% after deductible if services rendered outside Puerto Rico.
<b>Preventive care</b>		

## Medical

Type of Service	In-Network	Out-of-Network
<i>Preventive care services required by PPACA</i> (see "Preventive Care" on page 27)	Covered at 100%, not subject to deductible	Covered at 80% of Triple-S established fee* after deductible if services are rendered in PR by out-of-network providers; covered at 80% of MAA after deductible if services are rendered outside PR
<i>Routine physical, well-child care, GYN exam and lab and X-rays at Wellness Alliance and at Salus in Guaynabo</i> (This benefit refers to a specific package of services contracted with these providers.)	Covered at 100%, not subject to deductible	Not covered as a package if service is provided by an out-of-network provider
<i>Adult and child routine immunizations</i>	Covered at 100%, not subject to deductible, if screening meets guidelines specified (see "Preventive Care" on page 27). All non-preventive screenings are \$5 copay.	Covered at 80% of Triple-S established fee* after deductible if services are rendered in PR by out-of-network providers; covered at 80% of MAA after deductible if services are rendered outside PR
<i>Routine cancer screenings</i> (Pap test, mammogram, sigmoidoscopy, colonoscopy, PSA screening)	Covered at 100%, not subject to deductible, if screening meets guidelines specified (see "Preventive Care" on page 27). All non-preventive screenings covered at 90%.	Covered at 80% of Triple-S established fee* after deductible if services are rendered in PR by out-of-network providers; covered at 80% of MAA after deductible if services are rendered outside PR

Type of Service	In-Network	Out-of-Network
<i>Contraceptive devices</i>	Covered at 100%, not subject to deductible, for diaphragms and Mirena, an implantable device and at least one in each category of the other applicable forms of contraception in the FDA Birth Control Guide that are not covered under the Citi prescription drug program (see "Prescription Drugs" on page 41). All other implantable devices covered at 90% after deductible.	Covered at 80% of Triple-S established fee* after deductible if services are rendered in PR by out-of-network providers; covered at 80% of MAA after deductible if services are rendered outside PR
<i>Voluntary sterilization</i> (tubal ligation, sterilization implants and surgical sterilizations)	Covered at 100%, not subject to deductible	Covered at 80% of Triple-S established fee* after deductible if services are rendered in PR by out-of-network providers; covered at 80% of MAA after deductible if services are rendered outside PR
<b>Mental health/substance use**</b>		
<i>Mental health/substance use** -- Inpatient care, including special nursing services</i>	\$150 per admission, no charge for partial admission for a mental health or substance use disorder diagnosis; not subject to deductible, no limit on the number of inpatient days each calendar year	Covered at 80% of Triple-S established fee* after deductible if services are rendered in PR by out-of-network providers; covered at 80% of MAA after deductible if services are rendered outside PR
<i>Mental health/substance use** -- Outpatient</i> (partial hospitalization, psychological testing and psychological evaluation)	Covered at 100%, not subject to deductible; no limit to the number of visits or tests per calendar year	Partial hospitalization: Covered at 80% of Triple-S established fee* after deductible if services are rendered in PR by out-of-network providers; covered at 80% of MAA after deductible if services are rendered outside PR Psychological testing/evaluation: covered at 100%; not subject to deductible.

## Medical

Type of Service	In-Network	Out-of-Network
<i>Outpatient office visits</i>	Covered at 100%, not subject to deductible	Covered at 80% of Triple-S established fee* after deductible if services are rendered in PR by out-of-network providers; covered at 80% of MAA after deductible if services are rendered outside PR
<i>Outpatient physical therapy</i>	Covered at 100%, not subject to deductible and no limit on the number of visits per calendar year	Covered at 80% of Triple-S established fee* after deductible if services are rendered in PR by out-of-network providers; covered at 80% of MAA after deductible if services are rendered outside PR; limited to 40 visits per calendar year for all therapies combined in- and out-of-network (including outpatient speech and occupational therapy)
<i>Outpatient speech therapy and occupational therapy</i>	Covered at 100%, not subject to deductible and no limit on the number of visits per calendar year. <b>Note:</b> There is no occupational or speech therapy network, so you can see any provider you choose.	
<i>Nutritional Counseling (covered by a licensed dietitian and/or licensed nutritionist as long as it is medically necessary for treatment with a diagnosis of morbid obesity, diabetes, renal disease, bulimia, and anorexia nervosa, up to four visits per plan year. For an autism diagnosis, no limits apply.)</i>	Covered at 100% of Triple-S' established fee* after deductible if services are rendered in PR; covered at 80% of MAA after deductible if services are rendered outside PR; limited to XX visits per calendar year. There is no limit to the number of visits per calendar year when treatment is for a diagnosed mental health, behavioral health, substance use disorder, including Autism Spectrum Disorder.	
<b>Other professional care</b>		

Type of Service	In-Network	Out-of-Network
<i>Outpatient physical therapy</i> (Visit limit is not applicable when there is a diagnosis of mental health, behavioral health or substance use, including Autism Spectrum Disorder.)	\$5 copay per visit; limited to 40 visits per calendar year for all therapies combined in- and out-of- network (including outpatient speech and occupational therapy). Visit limit is not applicable when there is a diagnosis of mental health, behavioral health or substance use, including Autism Spectrum Disorder	Covered at 80% of Triple-S established fee* after deductible if services are rendered in PR by out-of-network providers; covered at 80% of MAA after deductible if services are rendered outside PR; limited to 40 visits per calendar year for all therapies combined in- and out-of-network (including outpatient speech and occupational therapy)
<i>Outpatient speech/occupational therapy</i>	Covered at 100% of Triple-S established fee* after deductible if services are rendered in PR; covered at 80% of MAA after deductible if services are rendered outside PR; limited to 40 visits per calendar year for all therapies combined (including outpatient physical therapy). <b>Note:</b> There is no occupational or speech therapy network, so you can see any provider you choose.	
<i>Chiropractor therapy**</i>	Covered at 100% of Triple-S' established fee* after deductible if services are rendered in PR; covered at 80% of MAA after deductible if services are rendered outside PR; limited to 20 visits per calendar year. There is no limit to the number of visits per calendar year when treatment is for a diagnosed mental health, behavioral health, substance use disorder, including Autism Spectrum Disorder. <b>Note:</b> There is no chiropractic network, so you can see any provider you choose.	
<i>Nutritional Counseling</i> (covered by a licensed dietitian and/or licensed nutritionist as long as it is medically necessary for treatment with a diagnosis of morbid obesity, diabetes, renal disease, bulimia, and anorexia nervosa, up to four visits per plan year. For an autism diagnosis, no limits apply.)	Covered at 100% of Triple-S' established fee* after deductible if services are rendered in PR; covered at 80% of MAA after deductible if services are rendered outside PR; limited to XX visits per calendar year. There is no limit to the number of visits per calendar year when treatment is for a diagnosed mental health, behavioral health, substance use disorder, including Autism Spectrum Disorder.	



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Type of Service	In-Network	Out-of-Network
<i>Fertility</i>	All fertility services must be precertified. Copays apply to covered services up to a \$24,000 lifetime medical maximum and a \$7,500 prescription drug maximum. Contact Triple-S for more details.	
<i>Natural services (including acupuncture, bioenergetic medicine, Aroma therapy, music therapy, hypnotherapy, chiropractic, reflexology, limited to 6 visits per plan year)</i>	Covered at 80% based on Triple-S' established fee* after deductible. Covered at 80% after deductible if services are rendered outside PR.	
<i>Applied Behavioral Analysis (ABA) therapy</i>	\$10 copay per visit	Covered at 80% of Triple-S established fee* after deductible if services are rendered in PR by out-of-network providers; covered at 80% of MAA after deductible if services are rendered outside PR

\* The Triple-S established fee is the maximum amount on which a payment is based for covered health care services (or the allowed amount). If your provider charges more than the established fee, you may have to pay the difference.

\*\* Coverage applies when there is a diagnosis of mental health, behavioral health or substance use disorder, including Autism Spectrum Disorder.

## Mental Health and Substance Use Benefits

Triple-S PPO provides confidential mental health and substance use services, including applied behavior analysis, a treatment modality targeting the symptoms of Autism Spectrum Disorder, through a network of counselors and specialized practitioners. Contact Triple-S at **1 (787) 774-6098** or **1 (787) 774-6060** for information on network providers or visit the website at **[www.ssspr.com](http://www.ssspr.com)**.

## Precertification

Precertification helps ensure that you obtain the most appropriate care for your condition. You are required to precertify certain services as described in this section. The penalty for failure to precertify services may mean you are responsible for up to 100% of the cost (no coverage). Precertification is not required for mental health and substance use disorder benefits.

Many of the services associated with gender affirmation care require precertification and you must precertify all fertility services with Triple-S at least five business days before receiving any services. To precertify or to get information on precertification, call Triple-S at **1 (787) 774-6098** or **1 (787) 774-6060**.

You are not required to obtain precertification for emergency hospitalization or other emergency services occurring outside Puerto Rico or the United States.

You are not required to obtain precertification for services occurring inside the United States provided the service is a covered service provided by a Triple-S participating provider. For services occurring inside the United States, you should use your dark blue ID card with the BlueCross BlueShield of Puerto Rico logo. Note that for services occurring inside Puerto Rico, you should continue to use your light blue ID card with the Triple-S logo.

If you are using services outside the Triple-S PPO network in Puerto Rico, you will be reimbursed based on the contracted fees established with Triple-S participating providers.

## Blue Cross Blue Shield Global Core Program

You have access to doctors, hospitals, support tools and resources when you travel outside of the United States through the Blue Cross Blue Shield Global Core Program. To take advantage of the program, carry your current member ID while traveling and contact Blue Cross Blue Shield at the number on the back of your ID card prior to leaving to confirm your benefits. Your healthcare coverage outside of the United States may be different from what you have in the United States (such as copayments and coinsurance).

If you have an emergency, go directly to the nearest hospital. If you need to locate a doctor or hospital, or need medical assistance, call the Blue Cross Blue Shield Global Core Service Center at **1 (800) 810-BLUE (2583)** or **1 (877) 547-2903** or collect at **1 (804) 673-1177**, 24 hours a day, seven days a week. If you need inpatient care, call one of the numbers listed above to arrange for direct payment in advance, for all costs except for your normal out-of-pocket expenses (such as copayments and coinsurance or noncovered services). You should not need to pay upfront for inpatient care at designated hospitals. Note: You will still be responsible for obtaining any required precertification.

For more information, visit <https://www.bcbsglobalcore.com> or download the BCBS Global Core Program app at [www.bcbsglobacore.com/home/mobileapp/](https://www.bcbsglobacore.com/home/mobileapp/). You can also call the Blue Cross Blue Shield Global Core Service Center at phone numbers listed above.

## For Outpatient Services and Diagnostic Testing

You should notify Triple-S at least five business days before receiving any of the following services:

- All fertility services;
- Certain surgeries, such as upper eyelid surgery, breast reconstruction (other than following surgery for cancer), breast reduction and any other surgery that could be related to cosmetic surgery. In the case of eyelid surgeries and surgeries related to cosmetic surgeries, a second opinion is required
- Out-of-network care;
- Specialist-to-specialist referrals; and
- Rehabilitation care.

The penalty for failure to precertify services may be up to 100% (no coverage).

# Centers of Excellence (COEs)

Triple-S, in partnership with Anthem Blue Cross and Blue Shield and the Blue Cross and Blue Shield Association, grants you access to Blue Distinction Centers for treatment of serious medical conditions. Blue Distinction Centers are facilities that provide the highest quality of care in these specialties:

- Bariatric surgery;
- Knee and hip replacement;
- Cardiac care;
- Spine surgery;
- Complex and rare cancers; and
- Transplants.

To find a Blue Distinction Center, visit [www.bcbs.com](https://www.bcbs.com):

- Select "Find a Doctor";

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- Enter the type of health professional you are looking for and location;
- Select "Recognition / Awards."

If you believe that you were incorrectly denied a benefit under the Plan, you can file a claim. For information on the claims and appeals procedures, see "Claims and Appeals" on page 50.

If there is a location near you, you will find a Blue Distinction recognition/award next to the provider's name. If you visit this provider, provide your Triple-S identification card. Triple-S will provide any applicable payment for your care, and all claims should be coordinated with Triple-S.

# Prescription Drugs

When you enroll in the Triple-S PPO, you have prescription drug coverage in the Triple-S Prescription Drug Program.

Triple-S offers two ways to purchase prescription drugs:

- A network of retail pharmacies at which you can obtain prescription drugs for your immediate short-term needs, for example, an antibiotic to treat an infection; and
- The mail order pharmacy through which you may save money by buying up to a 90-day supply of your maintenance drugs delivered by mail. You will make one copay for each prescription or refill for less than what you would pay to purchase the same amount at a retail in-network pharmacy.

## Retail Network Pharmacies

Triple-S has a network of retail pharmacies throughout Puerto Rico and the United States where you can obtain prescription drugs.

To find out whether a pharmacy participates in the Triple-S network:

- Ask your pharmacist; or
- Visit and use the online pharmacy locator on [www.ssspr.com](http://www.ssspr.com).

To have your prescription filled at an in-network pharmacy, present your Medical/Prescription Drug ID card. You will be charged the appropriate copay based on whether your pharmacy participates in the primary network and your prescription is for a generic or brand-name drug.

The copay structure is outlined below. Acute drugs are limited to a 15-day supply; maintenance drugs are limited to a 30-day supply. You will never pay more than the cost of the drug.

Triple-S Prescription Drug Program	
Copay/Coinsurance for up to a 15-Day Supply (Acute Drugs) or a 30-Day Supply (Maintenance Drugs) at a Retail Primary Network Pharmacy	
• Generic drug*	• \$2 copay
• Brand-name drug	• 20% coinsurance with a \$4 minimum
• Contraceptives (hormonal and emergency)	<p><b>Generics:</b> not subject to annual deductible, and no cost to you</p> <p><b>Brand name drugs:</b> subject to the annual deductible and applicable preferred or non-preferred cost share requirement</p> <ul style="list-style-type: none"> <li>• <b>Note:</b> If you cannot take generics, brand-name drugs will be available at no cost to you if you receive prior approval (your provider must provide evidence that you cannot take generics)</li> </ul>

Triple-S Prescription Drug Program	
Copay/Coinsurance for a 90-Day Supply Through the Mail Order Pharmacy	
• Generic drug*	• \$6 copay
• Brand-name drug	• \$12 copay
• Contraceptives (hormonal and emergency)	<b>Generics:</b> not subject to annual deductible, and no cost to you <b>Brand name drugs:</b> subject to the annual deductible and applicable preferred or non-preferred cost share requirement <ul style="list-style-type: none"> <li><b>Note:</b> If you cannot take generics, brand-name drugs will be available at no cost to you if you receive prior approval (your provider must provide evidence that you cannot take generics)</li> </ul>
Copay/Coinsurance for the Triple-S Specialty Pharmacy	
• Specialty medications for the treatment of chronic diseases	• 20% coinsurance with a minimum of \$50 and a maximum of \$100
Benefits at a Pharmacy Outside the Primary Network	
• Generic drug*	• 10% coinsurance with a \$5 minimum
• Brand-name drug	• 20% coinsurance with a \$10 minimum
• Generic oral contraceptives	• Covered at 100%

\* The use of generic equivalents whenever possible is more cost-effective. If the physician allows a brand-name drug to be substituted for a generic drug, and you choose to buy the brand-name drug, you will be required to pay the difference in price between the generic and brand drugs as well as your copay. For example, if the generic product has a maximum allowable cost of \$10, and you choose a brand-name drug that costs \$50, you will be charged your generic copay of \$2 plus the differential cost of \$40.

## Managed Drug Limitations

Some medications, such as migraine agents and proton pump inhibitors, will be limited under clinical guidelines to a certain quantity within a given time frame.

Acute drugs are covered up to a 15-day supply at an in-network retail pharmacy.

The guidelines for use and quantity were developed by doctors and pharmacists based on accepted medical practices, Food and Drug Administration (FDA) guidelines, the recommendations of the drug manufacturer, and the cost-effective use of medicines.

In some cases, the quantity of your medication may require approval before it can be dispensed. If this is the case, your pharmacist can call Triple-S at a special toll-free number that will be identified to the pharmacy at the time it processes the claim. You also can ask your doctor to call Triple-S directly.

If you or your pharmacy calls Triple-S, Triple-S will need to contact your doctor. This typically takes one to two business days. Once your doctor provides the required information, Triple-S will review your case based on clinical criteria and the information from your doctor. After the review is completed, Triple-S will advise your doctor and pharmacist of the decision.

If your medication or the requested quantity is not approved for coverage under the Citigroup Prescription Drug Program, you will be responsible for paying the full cost of the drug.

## Triple-S Mail-Order Pharmacy

For prescription drugs you take over an extended period of time, such as blood pressure medication, insulin or contraceptives, you may want to use the Triple-S mail-order pharmacy to save on the cost of the drug.

Through the Triple-S mail-order pharmacy, you can buy up to a 90-day supply of medication for one copay per prescription or refill for the same or less than what you would pay to purchase the same amount at a retail in-network pharmacy with the convenience of having the medication delivered to your home.

With the Triple-S mail-order pharmacy:

- Your medications are dispensed by one of the Triple-S mail-order pharmacies and delivered to your home.

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- Medications are shipped by standard delivery at no additional cost to you. Overnight or second-day shipping is available for an added charge.
- You can request your prescription drug through the mail-order pharmacy online, by email, or by telephone.
- Registered pharmacists are available 24/7 for consultations.

### *How to Use the Triple-S Mail-Order Pharmacy*

To begin receiving your prescription drugs by mail, you must first register for the mail-order program in any of the following ways:

#### **Internet:**

- Sign up at **[www.Walgreens.com/MailService](http://www.Walgreens.com/MailService)**
- From the confirmation of registration page, follow the instructions to submit your prescription.

#### **E-mail:**

- Complete the registration form included with your registration packet or online at **[www.Walgreens.com/MailService](http://www.Walgreens.com/MailService)**.
- Email the form including the original prescription to AllianceRx Walgreens Pharmacy #03397 at **THIRDPARTYOPS@WALGREENS.COM**.

#### **Telephone:**

Call the Customer Service Center at **1 (866) 560-5881** and have your information available.

### **To Submit Your Prescription**

Once you have registered, you can submit your prescription to the Triple-S Mail-Order Pharmacy by:

- Fax:
  - Use the fax form. You can access it on our website and print it (**[www.Walgreens.com/MailService](http://www.Walgreens.com/MailService)**)
  - Give the form to your doctor to complete and fax it to the number in the document.
- E-prescribe:
  - If your doctor has the technology to submit prescriptions electronically, ask him/her to submit it that way.

### **If You Need the Drug Immediately**

Ask your doctor to write two prescriptions:

- One for a short-term supply (e.g., 30 days) to be filled immediately at a participating retail pharmacy; and
- A second for up to a 90-day supply with as many as three refills (if appropriate) to submit to the Triple-S Mail-Order Pharmacy.

You can contact the Triple-S Mail-Order Pharmacy 7 days a week at **1 (800) 345-1985** (English) or **1 (800) 778-5427/TYY 1 (877) 220-6173** (Spanish) during the following hours:

Sunday Hours: 6:30 am-11 pm

Monday-Friday Hours: 5:30 am- 12 am

Saturday Hours: 5:30 am-11 pm



Fax: 1 (800) 332-9581

## Triple-S Specialty Pharmacy Program

Triple-S offers a Specialty Pharmacy Program to dispense oral and injectable specialty medications for the treatment of chronic diseases, including, but not limited to, multiple sclerosis, cancer, rheumatoid arthritis, Crohn's disease, hepatitis C, antihemophilic factor, and HIV.

Services are arranged exclusively through the following specialty pharmacies. These pharmacies are highly recognized in their communities and throughout the island.

Pharmacy	Address	Telephone
<b>Walgreens #15191</b>	Ave 65 Infanteria, Esq. Barbosa, San Juan	T: (787) 777-1120 F: (787) 777-1124
<b>Alivia Specialty Pharmacy</b>	355 De Diego Ave 3rd Floor, San Juan	T: (787) 723-6869 F: (787) 723-6987
<b>CVS Caremark</b>	Jesus T Pinero Ave #278-280 Ste B, Rio Piedras	T: (787) 758-2700 F: (787) 758-2737

You or your doctor may call one of these pharmacies and be oriented with the steps to follow for ordering and getting your specialty drugs. Your doctor will be told how to dispense the medication.

You should remind your doctor to write two prescriptions, one for specialty drugs and the other for the non-specialty drugs. This will help the receipt of specialty drugs without inconveniences.

You will get your drugs at your place of choice in Puerto Rico or USVI. You may arrange to have them sent to your home, physician's office, or any other place for pick-up.

To enroll in the Triple-S Specialty Pharmacy, call 1 (877) 774-6078 and speak with a help desk representative. Spanish-speaking representatives are available.

If you believe that you were incorrectly denied a benefit under the Plan, you can file a claim. For information on the claims and appeals procedures, see "Claims and Appeals" on page 50.

# Dental

The Citigroup Dental Benefit Plan offers two dental options: Basic and Comprehensive.

Both dental plans are administered by Triple-S. You can enroll in dental coverage even if you do not enroll in medical coverage. You can enroll in coverage for you and/or your eligible dependents in one of the same four coverage categories available for medical coverage. See “Coverage Categories” on page 17.

Dental options at a Glance		
	Basic Dental	Comprehensive Dental
<b>Preventive and diagnostic services</b>	<ul style="list-style-type: none"> <li>Covered at 100%</li> </ul>	<ul style="list-style-type: none"> <li>Covered at 100%</li> </ul>
<b>Basic services</b>	<ul style="list-style-type: none"> <li>Covered at 100%</li> </ul>	<ul style="list-style-type: none"> <li>Covered at 100%</li> </ul>
<b>Endodontic services</b>	<ul style="list-style-type: none"> <li>Covered at 100%</li> </ul>	<ul style="list-style-type: none"> <li>Covered at 100%</li> </ul>
<b>Amalgam, silicate acrylic, synthetic porcelain filling restorations to diseased or fractured teeth</b>	<ul style="list-style-type: none"> <li>Covered at 100%; 30% coinsurance for composite filling restoration</li> </ul>	<ul style="list-style-type: none"> <li>Covered at 100%; 30% coinsurance for composite filling restoration</li> </ul>
<b>Space retainers</b>	<ul style="list-style-type: none"> <li>Not covered</li> </ul>	<ul style="list-style-type: none"> <li>50% coinsurance</li> </ul>
<b>Prosthodontic services, subject to precertification</b>	<ul style="list-style-type: none"> <li>Not covered</li> </ul>	<ul style="list-style-type: none"> <li>50% coinsurance; maximum benefit \$800 per participant per year (combined maximum for both prosthodontic and periodontal services)</li> </ul>
<b>Periodontal services</b>	<ul style="list-style-type: none"> <li>Not covered</li> </ul>	<ul style="list-style-type: none"> <li>\$50 copay and 50% coinsurance; maximum benefit \$800 per participant per year (combined maximum for both prosthodontic and periodontal services)</li> </ul>
<b>Orthodontia</b>	<ul style="list-style-type: none"> <li>Not covered</li> </ul>	<ul style="list-style-type: none"> <li>Covered at 50% of the maximum allowed amount after \$50 deductible; \$3,000 per individual per lifetime limit.</li> </ul>
<b>Implants</b>	<ul style="list-style-type: none"> <li>Not covered</li> </ul>	<ul style="list-style-type: none"> <li>Covered at 50%; no maximum</li> </ul>

## Basic Dental

- Preventive and diagnostic services are covered at 100% of contracted fees.
- Basic and endodontic services are covered at 100% of contracted fees.
- Prophylaxis, dental exams and fluoride are limited to two per policy year, in intermissions of no less than six months from the last date of service. Fluoride is covered only for participants younger than 19 years of age.
- X-rays: One full mouth series every six months and supplementary bitewing X-rays no more than once during any 12-month period.
- Minor or emergency treatments and extractions including surgical removal of impacted teeth.
- Amalgam, silicate acrylic and synthetic porcelain filling restorations to diseased or fractured teeth are covered at 100% of contracted fees. Composite filling restoration is covered at 70% of contracted fees.

- You or your dentist must submit a claim to be reimbursed for covered expenses.

## Comprehensive Dental

- Preventive and diagnostic services are covered at 100% of contracted fees.
- Basic and endodontic services are covered at 100% of contracted fees.
- Amalgam, silicate acrylic and synthetic porcelain filling restorations to diseased or fractured teeth are covered at 100% of contracted fees. Composite filling restoration is covered at 70% of contracted fees.
- Space retainers are covered at 50% of contracted fees.
- Implants are covered at 50% of contracted fees.
- Prosthodontic services, subject to predetermination by Triple-S, are covered at 50% coinsurance up to a maximum of \$800 per insured per policy year (combined with the periodontal services maximum).
- Periodontal services are covered at 50% after a \$50 deductible up to a maximum of \$800 per insured per policy year (combined with the prosthodontic services maximum).
- Orthodontia is covered for all participants at 50% coinsurance after a \$50 deductible with a \$3,000 lifetime maximum per covered person.

You or your dentist must submit a claim to be reimbursed for covered expenses.

The benefit coverage described above refers to the Triple-S Preferred Dentist Program, except for orthodontia services, which are covered by reimbursement. Triple-S Preferred Dentist Program allows you to select from a network of dentists who have agreed to charge discounted fees. You may still elect to receive services from a non-network dentist for the following benefit:

- If you receive the service in Puerto Rico: The Plan will pay the lesser amount between the 90% of the expenses incurred and the 90% of the fees that would have been paid to a participating network dentist after deducting any applicable deductibles or coinsurance.
- If you receive the service outside Puerto Rico: The Plan will pay the lesser amount between the 100% of the expenses incurred and the 100% of the fees that would have been paid to a participating network dentist for the same service after deducting any applicable deductibles or coinsurance.

## Claims and Appeals

If you believe that you were incorrectly denied a benefit under the Dental Plan, you can file a claim. For information on the claims and appeals procedures, see “Claims and Appeals” on page 50.



# Vision

The Citigroup Vision Benefit Plan (the “Plan”), offers a variety of routine vision care services and supplies.

You may enroll in the Plan as a new hire or during Annual Enrollment. When you enroll in the Plan, you will receive two ID cards in the mail.

The Plan offers both in-network and out-of-network benefits. For example, you can obtain an annual eye exam from an in-network provider while purchasing frames and lenses out of network. However, before taking a prescription from one vendor to be filled at another vendor, you should confirm that the prescription will be honored.

The Plan is underwritten by Aetna Life Insurance Company. Certain claims administration services are provided by First American Administrators, Inc., and certain network administration services are provided through EyeMed Vision Care, LLC.

To receive the greatest value for your dollar, you should receive vision care services from an Aetna Vision network provider. However, you can use out-of-network providers and receive a benefit.

In-Network Benefit	Coverage
<b>Routine eye exam</b>	<ul style="list-style-type: none"> <li>Covered at 100%, including dilation; one exam per calendar year</li> </ul>
<b>Frames and lenses</b> (lenses in lieu of eyeglass lenses)	<ul style="list-style-type: none"> <li>One pair of frames and lenses per calendar year</li> <li>Standard Plastic Lenses (Single Vision, Bifocal, Trifocal &amp; Lenticular) covered at 100% once every calendar year</li> <li>Standard Progressive lenses covered at 100%..</li> <li>Premium Progressive lenses covered at 100% after copay; Tier 1, \$20 copay, Tier 2, \$30 copay Tier 3, \$45 copay . Premium progressive lenses in tier 4 will have a \$120 copay</li> <li>Covered at 100% for the following lens enhancements; UV Treatment, Tint (Solid and Gradient), Standard Plastic Scratch Coating, Standard Polycarbonate, Standard Anti-Reflective Coating, Photogrey Glass, Oversize Lenses, Intermediate Vision Lenses, Blended Bifocals, Polarized</li> <li>Covered at 100% after a \$30 copay; Hi-Index lenses, Photocromatic / Transitions Plastic. The plan pays \$150 towards any frame available at the provider location once every calendar year; receive an additional 20% off any balance over the \$150 plan allowance</li> <li>Up to a 40% discount on additional pairs of glasses</li> </ul>
<b>Contact lenses</b> (in lieu of eyeglass lenses)	<ul style="list-style-type: none"> <li>Covered at 100% up to the contact lens allowance below; one allowance per calendar year in lieu of eyeglass lenses</li> <li>The plan pays \$130 towards elective conventional or disposable contact lenses; receive an additional 15% discount off any balance over \$130 allowance for conventional contact lenses Pay no more than \$40 for standard contact lens fitting and receive a 10% discount off the retail price for premium contact lenses</li> <li>Medically necessary contact lenses covered in full</li> </ul>
<b>Laser vision correction (LASIK)</b>	<ul style="list-style-type: none"> <li>15% off retail price or 5% off promotional price; must use the U.S. Laser Network to receive discount</li> </ul>
<b>Out-of-Network Benefit</b>	<ul style="list-style-type: none"> <li>Coverage</li> </ul>
<b>Routine eye exam</b>	<ul style="list-style-type: none"> <li>Up to \$50 once every calendar year</li> </ul>
<b>Frames/lenses</b>	<ul style="list-style-type: none"> <li>Frames: up to \$100</li> <li>Single-vision lenses up to \$50, bifocals up to \$60, trifocals up to \$90 and lenticular up to \$125</li> <li>Progressive lenses: up to \$90</li> </ul>
<b>Contact lenses</b>	<ul style="list-style-type: none"> <li>Elective contact lenses: up to \$130</li> <li>Medically necessary contact lenses: up to \$225</li> <li>Fit and follow-up not covered</li> </ul>

## In-Network Services and Providers

In-network providers are licensed doctors in your area who have contracted to provide vision care services at a discount. You and your covered family members can select a different Aetna Vision network provider each time you receive vision care services.

Your doctor may apply to join the Aetna Vision provider network by calling EyeMed at **1 (800) 521-3605**. Membership in the network is not guaranteed.

To find an in-network provider in your area and schedule an appointment, follow these instructions.

- If you are a member: Visit Aetna Navigator at **www.aetna.com** or visit **www.aetnavision.com**, and select “find a provider.”
- You may also call the Plan at **1 (877) 787-5354**. An automated voice response unit (available 24/7) or a Member Services representative (available from 7:30 a.m. to 11 p.m. ET Monday through Saturday and 11 a.m. to 8 p.m. on Sunday) will assist you.

Once you have obtained the name of an in-network provider, call him or her to schedule an appointment and provide the Citi employee’s member ID number. If you are calling for services for a covered dependent, you will need to provide your dependent’s date of birth.

**Note:** Claim forms are not required when obtaining in-network services.

### On-line Providers

The vision plan includes in-network on-line providers for your convenience. Register with insurance at [contactsdirect.com](http://contactsdirect.com), [glasses.com](http://glasses.com), [ray-ban.com](http://ray-ban.com), [targetoptical.com](http://targetoptical.com) or [lenscrafters.com](http://lenscrafters.com) and shop for your favorite glasses or contacts. Your benefits will be applied during check out and your purchase shipped directly to the location you choose. Visit [aetnavision.com](http://aetnavision.com) special offers page for discounts on shipping and other promo codes before shopping

## In-Network Benefits

In-network benefits include:

- Routine eye exam: One eye exam, including dilation, when professionally indicated, each calendar year covered at 100%;
- Frame and spectacle lenses: One pair of eyeglasses each calendar year; frame allowance of \$150 per calendar year; members pay 20% of the balance over this allowance;
- Progressive lenses: \$0 copay for standard; \$20 copay for premium tier 1; \$30 copay for premium tier 2, \$45 copay for premium tier 3 and \$120 plan allowance for premium tier 4;
- Anti-reflective coating: \$0 copay for standard;
- Premium Anti-reflective coating: \$15 copay for premium tier 1; \$30 copay for premium tier 2 and \$110 copay for premium tier 3;
- Hi-index lenses: \$30 copay;
- Contact lenses in lieu of eyeglass lenses: \$130 allowance per calendar year and a 15% discount over the allowance for conventional contact lenses; and
- A 40% discount on additional pairs of glasses at most in-network providers.

The following lenses are covered at 100%: plastic lenses (single, bifocal or trifocal); all prescription ranges, including post-cataract lenses; tinting of plastic lenses; standard progressive addition multifocals; polycarbonate lenses; oversize lenses; ultraviolet coating; blended segment lenses; PGX (sun-sensitive) glass lenses; scratch-resistant coating; intermediate-vision lenses; and polarized lenses.

## Vision

**Note:** Some brand exceptions may apply and may require a copay.

### *Mail-Order Contact Lenses*

You can purchase replacement or additional pairs of contact lenses by calling the Plan at **1 (877) 787-5354** or visiting **[www.aetnavision.com](http://www.aetnavision.com)**.

### *Travel and Student Coverage*

If you or a covered dependent(s) requires vision care services while traveling or away at school, call the Plan at **1 (877) 787-5354**.

## Out-of-Network Benefits

If you receive services outside the Aetna network, the Plan will provide reimbursements of up to the following amounts:

- Annual exam: \$50;
- Lenses: Single vision, \$50; bifocal, \$60; trifocal, \$90; lenticular, \$125;
- Frame only: \$100; and
- Contact lenses: \$130 elective; \$225 medically necessary.

When you receive services outside the provider network, you will need to submit your itemized paid receipts with a Vision Claim Submission Form. You can visit **[www.aetnavision.com](http://www.aetnavision.com)** to obtain the form. Mail the completed form and your itemized paid receipts to:

Aetna Vision  
Attn: OON Claims  
P.O. Box 8504  
Mason, OH 45040-7111

Allow at least 14 calendar days for your claims to be processed after receipt. A check and/or explanation of benefits will be mailed within seven calendar days of the date your claim is processed. If you have any questions about your claims, call the Plan at **1 (877) 787-5354**.

## Laser Vision Correction

Members will receive a discount of 15% off retail or 5% off promotional prices. In addition, featured LasikPlus providers offer special member prices from \$695 - \$1,895 per eye plus a free LASIK exam. The LASIK discount is only available from U.S. Laser Network by calling 1 (800) 422-6600.

## What Is Not Covered

Below is a partial list of exclusions and limitations:

- Special vision procedures, such as orthoptics, vision therapy or vision training;
- Vision services that are covered, in whole or in part, under any other plan of group benefits provided by Citigroup, or under any Workers' Compensation law, or any other law of like purpose;
- An eye exam that is required by an employer as a condition of employment, or that an employer is required to provide under a labor agreement, or that is required by any law of a government;

- The cost of prescription sunglasses in excess of the amount that would be covered for non-tinted lenses;
- Replacement of lost, stolen or broken prescription lenses or frames; and
- Any exams given during your stay in a hospital or other facility for medical care.

Other exclusions and limitations may apply.

## Complaints

If you are dissatisfied with the service you receive from the Vision Plan or want to complain about a provider, you may write to Aetna Customer Service within 30 calendar days of the incident.

Aetna Inc.  
151 Farmington Avenue  
Hartford, CT 06156

You must include a detailed description of the matter and include copies of any records or documents that you think are relevant to the matter.

Aetna will review the information and provide a written response within 30 calendar days of receipt of the complaint, unless additional information is needed and the information cannot be obtained within this period. The notice of the decision will tell you what to do to seek an additional review.

## Claims and Appeals

Aetna will make an appeal decision within 30 days with one 15-day extension available if notice of the need for an extension is given within 30 days. Aetna must also give notice that more information is needed within 30 days after the claim is filed. You will then have 45 days to submit any additional information needed to process the claim.

See “Out-of-Network Benefits” on page 49 more information on submitting a claim.

### Appeals Process

If Aetna notifies you of an adverse benefit determination — that is, a denial, reduction, termination of, or failure to provide or make payment (in whole or in part) for a service, supply or benefit — you may submit an appeal.

An adverse benefit determination may be based on:

- Your eligibility for coverage;
- The results of any utilization review activities;
- A determination that the service or supply is experimental or investigational;
- A determination that the service or supply is not medically necessary; or
- Contractual issues.

The Vision Plan provides two levels of appeal. It will also provide an option to request an External Review of the adverse benefit determination.

You have 180 calendar days following receipt of notice of an adverse benefit determination to request your first-level appeal. Your appeal may be submitted in writing and should include:

- Your name;

## Vision

- Your employer's name;
- A copy of Aetna's notice of an adverse benefit determination;
- Your reasons for making the appeal; and
- Any other information you would like to have considered.

You may file your appeal in writing or by telephone:

- In writing: Send your appeal to Customer Service at the address on your Aetna Vision Plan ID card; or
- By telephone: Call the Aetna Vision Plan at **1 (877) 787-5354**.

You may also choose to have another person (an authorized representative) make the appeal on your behalf by providing written consent to Aetna.

### First-Level Appeal

A first-level appeal of an adverse benefit determination shall be made by Aetna personnel who were not involved in making the adverse benefit determination.

Aetna shall issue a decision within 30 calendar days of receipt of the request for an appeal.

### Second-Level Appeal

If Aetna upholds an adverse benefit determination at the first-level of appeal, you or your authorized representative has the right to file a second-level appeal. The appeal must be submitted within 60 calendar days following receipt of notice of a first-level appeal.

A second-level appeal of an adverse benefit determination of an urgent care claim, a preservice claim or a post-service claim shall be made by Aetna personnel who were not involved in making the adverse benefit determination.

Aetna shall issue a decision within 30 calendar days of receipt of the request for a second-level appeal.

### Exhaustion of Process

You must exhaust the applicable first-level and second-level processes of the Aetna appeal procedure before you do any of the following regarding an alleged breach of the policy terms by Aetna Life Insurance Co. or any matter within the scope of the appeals procedure:

- Contact your state's Department of Insurance to request an investigation of a complaint or appeal;
- File a complaint or appeal with your state's Department of Insurance; or
- Establish any litigation, arbitration or administrative hearing.

### External Review

Aetna may deny a claim because it determines that the care is not appropriate or a service or treatment is experimental or investigational in nature. In either of these situations, you may request an External Review if you or your provider disagrees with Aetna's decision. An External Review is a review by an independent physician, selected by an External Review Organization, who has expertise in the problem or question involved.

To request an external review, all following requirements must be met:

- You have received notice of Aetna's denial of a claim;
- Your claim was denied because Aetna determined that the care was not necessary or was experimental or investigational;
- The cost of the service or treatment in question for which you are responsible exceeds \$500; and

- You have exhausted the applicable internal appeals processes.

Aetna's claim denial letter will describe the process to follow if you wish to pursue an external review, including a copy of the Request for External Review Form.

You must submit the Request for External Review Form to Aetna within 60 calendar days of the date you received the final claim-denial letter. You must also include a copy of the final claim-denial letter and all other pertinent information that supports your request.

Aetna will contact the Independent Review Organization that will conduct the review of your claim. The Independent Review Organization will select a physician reviewer with appropriate expertise to perform the review. In making a decision, the External Reviewer may consider any appropriate credible information that you send along with the Request for External Review Form and will follow Aetna's contractual documents and plan criteria governing the benefits.

You will be notified of the decision of the Independent Review Organization usually within 30 calendar days of Aetna's receipt of your request form and all necessary information. A quicker review is possible if your physician certifies (by telephone or on a separate Request for External Review Form) that a delay in receiving the requested service or supply would endanger your health. Expedited reviews are decided within three to five calendar days after Aetna receives the request.

Aetna will abide by the decision of the independent reviewer, except where Aetna can show conflict of interest, bias or fraud.

You are responsible for the cost of compiling and sending to Aetna the information that you wish to be reviewed by the Independent Review Organization. Aetna is responsible for the cost of sending this information to the Independent Review Organization and for the cost of the external review.

For more information about Aetna's External Review program, call the Vision Plan at **1 (877) 787-5354**.

# Wellness Benefits

## Health Advocate

Health Advocate is a free program available to you *and* your family — your spouse/partner, children, parents and parents-in-law — regardless of your health coverage. You and your family members do not need to be enrolled or eligible to participate in a medical plan offered by Citi to use Health Advocate.

Health Advocate helps you take control of your health care issues. You and your family can call Health Advocate to speak with a staff of medical professionals and health-related specialists to help you:

- Resolve insurance claims and billing issues;
- Identify and make appointments with a hard-to-reach specialist;
- Obtain additional information about a medical condition;
- Address medical issues and the health care needs of your family members; and
- Understand issues related to prescription drugs, such as comparisons between generic and brand-name medications.

Call **1 (866) 449-9933** from 8 a.m. to 10 p.m. ET, Monday through Friday; after hours and on Saturday and Sunday, leave a message and a representative will return your call the next business day.

### Health Advocate's Health Cost Estimator+™ (HCE+) Tool

Health Advocate's Health Cost Estimator+ (HCE+) tool is a phone-based resource that helps you compare costs of medical services and procedures.

Many people do not realize that the cost of a medical procedure can vary by over 100%, even within the same geographic area. With consumers picking up more of the cost of their health care, they need clear, actionable, preservice information to help project their out-of-pocket costs.

Health Advocate's HCE+ pricing transparency tool compares the costs of hundreds of common health care services and procedures by ZIP code. This valuable resource is designed to help you in the decision-making process so you can maximize the value of your health care dollars and reduce health care costs.

#### Easy Access

Available free to all Citi employees (regardless of whether you are enrolled in a medical plan), the HCE+ tool can be accessed by calling a Personal Health Advocate at 1 (866) 449-9933, who will perform the research and provide personalized results.

## Health Assessment

The Health Assessment is a brief, online questionnaire that provides a snapshot of your current health status and may recommend ways to make healthy changes.

The Health Assessment is available to Citi benefits eligible employees enrolled in Triple-S medical coverage offered by Citi. Spouses/partners may also complete the Health Assessment if they are enrolled in the Triple-S medical coverage offered by Citi.

The Health Assessment is a simple, secure, online questionnaire that takes about 15 minutes to complete. It immediately generates a personalized report summarizing your health. You can use the report to discuss concerns with your doctor, as a checklist of questions to ask or to update your doctor on your health status, for example, if any signs or symptoms are worsening.

## 24-Hour Teleconsulta Nurseline

The 24-Hour TeleconsultaNurseline is available 24/7 to active, benefits eligible employees and their spouses/partners and dependents enrolled in the Triple-S medical plan offered by Citi. You can call the 24-Hour TeleconsultaNurseline at any time to speak with a registered nurse who can answer questions about an immediate health issue or any other health topic.

The 24-Hour TeleconsultaNurseline can help when you or your family members experience medical symptoms or have a health question, such as:

- “My child is running a fever”;
- “I think I have poison ivy”; or
- “I have a pain in my arm.”

Call **1 (800) 255-4375** to access the 24-Hour TeleconsultaNurseline.

## Healthy Choices Rewards

Citi offers the Healthy Choices Rewards program to employees and spouses/partners covered under the Triple-S medical plan through Citi.

Through this program, you can earn rewards to reduce the cost of your medical contributions.

- **Health Assessment:** You can complete the Triple-S Health Assessment and receive a reward per adult participant. The Health Assessment, which you will complete on the Triple-S website at **www.ssspr.com**, is a secure, online health questionnaire that can help you learn more about your health.
- **Tobacco-free:** During your Annual Enrollment period, you will have the opportunity to attest that you are tobacco-free or that you promise to try to become tobacco-free. You can also attest on behalf of your spouse/partner who is covered under the Triple-S medical plan offered by Citi. You may earn a reward toward the cost of benefits; spouses/partners may earn an additional reward.



## Wellness Benefits

Employees and spouses/partners who are covered under Triple-S medical coverage and identified as eligible may also participate in the Triple-S -health management program. If you are eligible to participate, Triple-S will contact you directly. If you or your spouse/partner is invited to participate and you each complete the program as established by Triple-S, you each may earn an additional reward. The reward will be applied after all sessions are completed. Visit [www.ssspr.com](http://www.ssspr.com) for more information.

### Healthy Choices Rewards at a Glance

Reward	Who Can Participate	How to Earn the Reward	Amount of 2025 Reward	When You'll Receive the Reward
<b>Health Assessment</b>	Citi benefits eligible employees and their spouses/ partners who are enrolled in Triple-S medical coverage through Citi	Complete the Health Assessment on the Triple-S website at <a href="http://www.ssspr.com">www.ssspr.com</a> from October 1 to November 14.	\$100 each; maximum reward of \$200 per person per year; and maximum of \$400 per family	Starting January 1, your reward will be equally divided among the pay periods in 2025.
<b>Tobacco Free</b>	Citi benefits eligible employees and their spouses/ partners who are enrolled in Triple-S medical coverage through Citi	Complete the Tobacco Free Attestation for yourself and, if applicable, your spouse/partner who's enrolled in Triple-S medical coverage through Citi. Visit Your Benefits Resources™, available through My Total Compensation and Benefits at <a href="http://www.totalcomponline.com">www.totalcomponline.com</a> , by October 22 to earn a \$100 incentive for being tobacco free or promising to quit.		
<b>Health Management</b>	Citi benefits eligible employees and their spouses/ partners who are enrolled in Triple-S medical coverage through Citi and are invited to participate	Work with health professionals from Triple-S Salud on a specific program to address your health conditions.	\$150 each; \$300 per family	Starting the quarter after you complete the program as established by Triple-S, your reward will be equally divided among the remaining pay periods in 2025.



# Be Well Program

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Citigroup has partnered with TELUS Health to offer you these valuable programs designed to help you navigate work and family care issues, including:

- Short-term Counseling Services through TELUS Health
- Resource & Referral Services

## Short-term Counseling Services

Short-term Counseling Services, provided through TELUS Health, is a confidential service designed to help you and your household members resolve issues that affect your personal life or interfere with your job performance. You can call Be Well 24/7 for help with issues such as sleeping difficulties, anxiety or depression, substance or alcohol abuse, emotional and physical abuse, family and relationship issues, workplace conflict, adopting healthy behaviors, financial concerns and more.

When you or a household member calls Be Well at the toll-free number **(1 (800) 952-1245)** you will speak with an intake specialist who will listen to your concern and refer you to an appropriate Be Well provider in your community. You may attend up to five (5) free sessions per presenting issues. If you require additional counseling, you will be responsible for any fees. You should check with Triple-S to find out how any additional treatment may be reimbursed through your medical plan. In an emergency, the intake counselor also will provide immediate assistance and, if clinically appropriate, provide information regarding treatment at an appropriate facility.

The counseling service is a core benefit available to all benefits-eligible employees and their household members. You don't need to be enrolled in a Citi medical plan to take advantage of the program. You do not have to enroll or make any contributions to use this benefit.

Employees and their household members can also connect with the Be Well program by:

- Downloading the TELUS Health app for convenient, anytime support for your mental, physical, social and financial well-being. You can use online chat to contact a counselor, easily search for resources and tools on a wide range of topics, review the latest information on the app's news feed, or work out from home with free LIFT Virtual Session Fitness classes.
- Visiting the TELUS Health website at [one.telushealth.com](http://one.telushealth.com) (universal username: bewell; case-sensitive password: livewell) for online access to the Be Well program. You can use the live chat feature and access hundreds of articles, e-books, audio recordings, assessments, toolkits and more.

## Enhanced Eldercare Services

When an older relative's physical or mental health changes or his or her ability to handle routine activities is impaired, the stress on you and your family can be significant, and few people have the expertise to determine which concerns require immediate care. The situation can be even more difficult for those who live at a distance from older relatives. To address such issues, Enhanced Eldercare services provides the following services:

- Telephone Consultation by Enhanced Eldercare Care Manager to evaluate the needs of elderly or disabled persons and caregiver
- In-home assessment at caregiver's request of the affected person's residential environment and/or an assessment of a hospital facility or other residential environment
- Assignment of a care manager to address the specific needs of the affected individual

## Resource & Referral Services

Citi's Resource & Referral Service is designed to save you time by providing valuable advice on a number of common everyday challenges facing Citi employees. Whether you are researching options for child care, need to speak with a financial counselor or are dealing with the concerns of your elderly parent, Citi's Resource & Referral Service can help. All services are completely confidential.

You can call Citi's Resource & Referral Service 24/7 for information and practical solutions, customized referrals and information on a wide variety of topics ranging from parenting/child care to adoption, identity theft, legal and wills and advice and resources about caring for older adults.

The Resource & Referral Service is a core benefit available to all benefits eligible employees and their household members. You do not have to enroll or make any contributions to use this benefit. Citi provides the Resource & Referral Service through a contract with TELUS Health.

Contact Citi's Resource & Referral Service (through Citi's Be Well Program) 24/7.

Telephone: **1 (800) 952-1245**

Website: [one.telushealth.com](http://one.telushealth.com)

Username: bewell

Password: livewell

### Family First: An Additional Caregiving Support Resource

If you are enrolled in the Citigroup Legal Benefits Plan, available through MetLife, you and your eligible dependents automatically have unlimited access to Family First's caregiving support services. Family First's multi-disciplinary team of highly trained experts provide the support you need to create a personalized caregiving plan for your loved one. See "MetLife Legal Plans" beginning on page 72 for more information.

# Disability Coverage

The Citigroup Disability Plan provides for a Short-Term Disability (STD) and a Long-Term Disability (LTD) benefit to replace a portion or all of your earnings if you are unable to work due to an illness, injury or pregnancy.

This section describes the STD and LTD benefits available. The receipt of STD and LTD benefits is subject to the terms and conditions of the Plan for complete details about your coverage under the LTD benefit, see the insurance certificate, which is also part of the Plan, at [CitiBenefits.com](https://www.citibenefits.com). If there is any discrepancy between the provisions in this section of the Handbook and the related insurance certificate provided by the insurance company, the provisions of the insurance certificate shall prevail.

If you do not have access to the Citi intranet or the Internet, you can request a copy of the certificate at no cost to you by speaking with a Citi Benefits Center representative. Call ConnectOne at **1 (800) 881-3938**. From the “benefits” menu choose the “health and insurance benefits” option.

## Definition of Years of Service for the Plan (STD and LTD Benefits)

For purposes of the Disability Plan, your years of service are based on your actual time providing services to Citi as an employee. Please refer to the Citi Employee Handbook for more details about how service is calculated.

## Short-Term Disability (STD)

The STD benefit is a core benefit available to all benefits eligible employees. No enrollment is necessary. However, you must report all disabilities to the Claims Administrator before you can receive a benefit. To report your disability, call ConnectOne at **1 (800) 881-3938**. From the “benefits” menu choose the “disability” option. You also can call MetLife, Citi’s disability claims administrator, directly at **1 (800) 826-0547**. For a complete description of your responsibilities and those of MetLife when you report a disability, see the “Short-Term Disability (STD)” section of Citi Benefits Online at [www.citibenefits.com](https://www.citibenefits.com).

### If you became disabled on or after June 1, 2024:

STD pays 100% of base salary (not benefits eligible pay and does not include overtime pay) during an approved disability of up to 13 weeks. For newly hired and rehired employees (regardless of prior service), there is a 30-day waiting period before disability benefits are payable.

For more information about Paid Pregnancy Leave (PPL), Paid Parental Bonding Leave (PBL), or other leaves available under the Family and Medical Leave (FML), refer to the Citi Employee Handbook and/or Citi’s FML Policy for more details.

### If you became disabled prior to June 1, 2024:

STD pays 100% or 60% of base salary (not benefits eligible pay) during an approved disability of up to 13 weeks based on your years of service. For newly hired or rehired employees (regardless of years of prior service), there is a 90-day waiting period before you are eligible for disability benefits (as shown in the following schedule of benefits).

STD Schedule of Benefits —Benefits Eligible Employees			
Years of Service	Weeks at 100% of Base Salary	Weeks at 60% of Base Salary	Total Weeks of Base Salary
<i>Less than 90 days</i>	0	0	0
<i>90 days to less than 1 year</i>	1	12	13
<i>1 year to less than 2 years</i>	4	9	13
<i>2 years to less than 3 years</i>	6	7	13
<i>3 years to less than 4 years</i>	8	5	13
<i>4 years to less than 5 years</i>	10	3	13
<i>5 or more years</i>	13	0	13

## When STD Benefits Are Payable

STD benefits are payable if you incur a total disability while actively employed.

You are an “Active Employee” if you:

- are an Eligible Employee working for Citi doing all the material duties of your occupation at (i) your usual place of business; or (ii) some other location that your Citi requires you to be; and
- are not a temporary or seasonal employee.

You will be deemed an Active Employee if:

- you meet the above conditions; and
- you are absent from work solely due to vacation days, holidays, scheduled days off, or approved leaves of absence not due to Disability.

A “total disability” is defined as a serious health condition, pregnancy, or injury that results in your inability to perform the essential duties of your regular occupation for more than seven consecutive calendar days. If you remain totally disabled and are unable to work on the eighth calendar day, STD benefits, if approved, will begin on the eighth day of disability and will be paid retroactive to the first day of disability.

To qualify for STD benefits, you must be receiving appropriate care and treatment on a continuing basis from a licensed health care provider. You are not considered to have a disability if your illness, injury or pregnancy prevents you from commuting to and from work only. If you are able to perform the essential duties of your job at home or elsewhere, and are unable to commute to work, this limitation does not constitute a disability for benefits purposes.

If you qualify for STD benefits, return to work and then within a 30-day period you are unable to work as a result of the same or a related total disability, your absence will be processed as a recurrent claim and you will be eligible to receive the balance of your STD benefits (for a reduced period to reflect the STD benefits paid during a prior absence) and may qualify for LTD benefits.

If either a recurrent disability or an unrelated disability occurs after you returned to work for more than 30 days following an initial disability, you may be eligible for an additional short-term disability benefit, not to exceed 13 weeks, if approved.

STD benefits are taxable as ordinary income. Citigroup will withhold taxes, as well as deductions for other employee benefits, from STD benefits.

Short-term disability benefits may be offset by any monies owed to Citi and/or by any mandated disability benefits in Puerto Rico, including Worker’s Compensation and Social Security disability benefits. However, the Plan does not subrogate short-term disability payments.

No STD benefit is payable for claims submitted more than six months after the date of disability. However, you can request that benefits be paid for late claims if you can show that:

- It was not reasonably possible to give written proof of disability during the six-month period; and
- Proof of disability satisfactory to the claims administrator was given as soon as was reasonably possible.

## Exclusions

You will not receive STD benefits for any of the following:

- A disability when your care is not supervised by a qualified physician;
- Injuries caused by war, international armed conflict, riot or civil disobedience;
- Intentional self-inflicted injury;

## Disability Coverage

- A disability that begins during an unapproved leave of absence;
- A disability that results from an attempted or committed felony, assault, battery, other public offense or during incarceration; or
- A disability resulting from cosmetic surgery, which is a surgical procedure that is not necessary to correct a sickness or injury (except for statutory benefits required under applicable law in Puerto Rico).

## Long-Term Disability (LTD)

LTD benefits are provided through a MetLife group disability policy in the event you suffer a covered disability. You may be eligible to receive LTD Benefits if your approved STD claim was paid for 13 weeks. LTD coverage is offered to replace 60% of your benefits eligible pay (pre-disability earnings) determined on the day before your approved STD began. Your “pre-disability earnings” under the MetLife group disability policy at Citi Benefits constitute your benefits eligible pay (as defined by the plan) for purposes of the LTD benefit.

For purposes of calculating your LTD benefit, benefits eligible pay is limited to a maximum of \$500,000. In no event shall the monthly benefit exceed \$25,000 per month.

Disability benefits received from any disability plan benefit in Puerto Rico, Social Security and the LTD portion of the Plan, combined, will not exceed 60% of your benefits eligible pay.

### Participation

Citi provides Company-paid LTD coverage to employees whose benefits eligible pay is less than or equal to \$50,000.99. If your benefits eligible pay is less than or equal to \$50,000.99, you do not need to enroll for coverage and there is no cost to you.

If as a new hire, your benefits eligible pay exceeds \$50,000.99, you will be automatically enrolled in LTD coverage with an option to decline coverage.

If your benefits eligible pay increases to \$50,001 or above for benefits purposes for Annual Enrollment in the next plan year, you will be automatically enrolled in LTD coverage so your coverage continues uninterrupted. The cost of LTD coverage will be deducted from your pay beginning January 1 of the next plan year (following Annual Enrollment) unless you decline coverage. Refer to the Your Benefits Resources™ website available through My Total Compensation and Benefits at [www.totalcomponline.com](http://www.totalcomponline.com) during Annual Enrollment for the cost.

### Option to Decline LTD coverage

If you do not elect “no coverage” during Annual Enrollment when your benefits eligible pay exceeds \$50,000.99 for the next plan year (or as a new hire with the requisite benefits eligible pay), you will be automatically enrolled in LTD coverage. If you elect to decline LTD coverage within the first 90 days following your enrollment, you will receive a refund of your paid premiums. You can also decline LTD coverage after the initial 90-day period; however, premiums will not be refunded to you.

Note that if you decline LTD coverage and if you decide to enroll in LTD coverage at any time, other than when first eligible or as the result of a qualified change in status, you must take a physical exam and/or provide evidence of good health before coverage will be approved.

If Your Benefits Eligible Pay Is:	
<b>\$50,000.99* or less</b>	Citi provides LTD coverage at no cost to you
<b>From \$50,001 to \$500,000</b>	You will pay for coverage with after-tax dollars. The LTD benefit under the Citi plan is tax free, meaning you don't pay taxes on the benefit you receive from MetLife.

\* If your benefits eligible pay increases to above \$50,000.99 for benefits purposes for the following plan year, you will be automatically enrolled in LTD coverage, during Annual Enrollment, for the following year (new hire enrollment commences with employment). Effective January 1 of the following year, contributions will be deducted from your pay (new hires deductions occur upon employment). If you do not want LTD coverage, you must select “no coverage” during Annual Enrollment. However, if you do not opt out of LTD coverage during Annual Enrollment you will have 90 days to opt out. If you opt out within this 90-day period, these contributions will be refunded to you. You can also opt out after the 90-day period; however, premiums will not be refunded.



Benefits are paid monthly and continue for as long as your approved disability continues, up to age 65 (or longer, depending on your age when your disability begins). See the following schedule.

LTD Benefits	
Age When Total Disability Begins (When LTD Becomes Effective)	Date Monthly LTD Benefits Will Stop
<i>Under age 60</i>	Upon attaining age 65
<i>60</i>	The date the 60 <sup>th</sup> monthly benefit is payable
<i>61</i>	The date the 48 <sup>th</sup> monthly benefit is payable
<i>62</i>	The date the 42 <sup>nd</sup> monthly benefit is payable
<i>63</i>	The date the 36 <sup>th</sup> monthly benefit is payable
<i>64</i>	The date the 30 <sup>th</sup> monthly benefit is payable
<i>65</i>	The date the 24 <sup>th</sup> monthly benefit is payable
<i>66</i>	The date the 21 <sup>st</sup> monthly benefit is payable
<i>67</i>	The date the 18 <sup>th</sup> monthly benefit is payable
<i>68</i>	The date the 15 <sup>th</sup> monthly benefit is payable
<i>69 or over</i>	The date the 12 <sup>th</sup> monthly benefit is payable

You will be billed for your health and insurance benefits to the extent you are enrolled. The cost of benefits is not deducted from your LTD benefit. For more details about your benefits and eligibility while on a continued LTD leave, see “Participation” on page 61.

Unless you have other disability coverage, you should consider enrolling in LTD since LTD coverage protects you in the event your ability to work is impaired by an accident or illness.

### Pre-existing Condition

The LTD portion of the Disability Plan will not cover any disability caused by or contributed to, or resulting from, a pre-existing condition until you have been enrolled in the Plan for 12 consecutive months.

A pre-existing condition is an injury, sickness or pregnancy for which — in the three months before the effective date of coverage — you received medical treatment, consultation, care or services; took prescription medications or had medications prescribed; or had symptoms that would cause a reasonably prudent person to seek diagnosis, care or treatment.

### Converting Your Coverage

If you have been enrolled in the Plan at least one year and leave Citigroup (other than to retire, which could occur if you terminate employment after your age plus your years of Citi service equals 60 and you have attained age 50 with at least five years of Citi service, you can convert your Citigroup LTD coverage under the group policy to an individual policy within 31 days after your employment ends. To obtain a conversion form, call ConnectOne at **1 (800) 881-3938**. From the “benefits” menu, choose the “health and insurance benefits” option and then follow the prompts for a Citi Benefits Center representative. The maximum benefit of this individual policy is \$3,000 per month.

### When LTD Benefits Are Payable

If you are enrolled in LTD coverage (pursuant to the terms of the Disability Plan on your date of hire) and have received 13 weeks of STD benefit payments, you may be eligible for an LTD benefit.

For purposes of initially qualifying for LTD benefits, a disability means that due to sickness, pregnancy or accidental injury, you are receiving appropriate care and treatment from an attending physician on a continuing basis and are unable to perform your own occupation for any employer in your local economy. After a period of up to 60 months, and depending on your pre-disability earnings, you may continue to qualify for benefits if you are unable to earn more than 60% of your pre-disability earnings at any occupation for which you are reasonably qualified.



## Disability Coverage

If you have consecutive, concurrent or continuous disabilities, related or unrelated, which continue for a period of more than 13 weeks and if eligible and approved, you will receive an LTD benefit from MetLife. If you're approved for Social Security Disability Insurance (SSDI) for you and/or your dependents, your monthly LTD benefit will be offset by SSDI, dependent SSDI and any mandated disability benefits in Puerto Rico you may receive. The mandated disability benefits in Puerto Rico and Social Security benefits may be subject to tax.

While on an LTD leave, MetLife will send you instructions on how to apply for SSDI benefits, tax information and relevant forms, and may request ongoing medical and financial information be provided to certify your continued disability under the plan.

To review the Disability Plan document, visit [CitiBenefits.com](https://www.CitiBenefits.com). If you do not have access to this website, you can request a copy at no cost to you by speaking with a Citi Benefits Center representative. Call ConnectOne at **1 (800) 881-3938**. From the "benefits" menu choose the "health and insurance benefits" option.

## Claims and Appeals

You should file an STD claim as soon as you know you will be out of work for more than seven consecutive calendar days due to an illness or injury.

To file a claim, call ConnectOne at **1 (800) 881-3938**. From the "benefits" menu choose the "disability" option. You may also contact MetLife directly at **1 (800) 826-0547**. The Claims Administrator will provide the appropriate forms and can help you file for disability benefits in Puerto Rico, where applicable.

You should expect to provide the Claims Administrator with the following information when you call:

- Name, address, telephone number and Social Security number;
- Manager's/supervisor's name, telephone number, e-mail address and mailing address;
- Your attending physician's name, address and telephone number; and
- Information about your illness. **Note:** You should not give specifics, such as a medical diagnosis, for non-work-related injuries or illnesses to your manager/supervisor.

After you report a claim, the Claims Administrator will contact you if any additional information is necessary for MetLife to evaluate your claim. Once the Claims Administrator has collected and reviewed all of the relevant data, the Claims Administrator will approve or deny your claim.

The case manager assigned to the claim will notify both you and your manager of the Claims Administrator's decision regarding your claim. The Claims Administrator will specify a date that you are expected to return to work from an approved claim. If you are unable to return to work on the specified date, contact the Claims Administrator immediately.

MetLife, as the fiduciary, is responsible for adjudicating claims for benefits under the Plan and for deciding any appeals of denied claims. The Claims Administrator shall have the authority, in its discretion, to interpret the terms of the Plan, to decide questions of eligibility for coverage or benefits under the Plan and to make any related findings of fact. All decisions made by the Claims Administrator shall be final and binding on participants and beneficiaries to the fullest extent permitted by law.

Except as otherwise prescribed by the rules of the Plan Administrator or Claims Administrator, the procedures will be as follows.

## Initial Determination

After you submit a claim for disability benefits to MetLife, MetLife will review your claim and notify you of its decision to approve or deny your claim.

Such notification will be provided to you within a reasonable period, not to exceed 45 days from the date you submitted your claim; except for situations requiring an extension of time because of matters beyond the control of the Plan, in which case

MetLife may have up to two (2) additional extensions of 30 days each to provide you such notification. If MetLife needs an extension, it will notify you prior to the expiration of the initial 45 day period (or prior to the expiration of the first 30 day extension period if a second 30 day extension period is needed), state the reason why the extension is needed, and state when it will make its determination. If an extension is needed because you did not provide sufficient information or filed an incomplete claim, the time from the date of MetLife's notice requesting further information and an extension until MetLife receives the requested information does not count toward the time period MetLife is allowed to notify you as to its claim decision. You will have 45 days to provide the requested information from the date you receive the extension notice requesting further information from MetLife.

If MetLife denies your claim in whole or in part, the notification of the claims decision will state the reason why your claim was denied and reference the specific Plan provision(s) on which the denial is based. If the claim is denied because MetLife did not receive sufficient information, the claims decision will describe the additional information needed and explain why such information is needed.

## Appealing the Initial Determination

If MetLife denies your claim, you may appeal the decision. Upon your written request, MetLife will provide you free of charge with copies of documents, records and other information relevant to your claim. You must submit your appeal to MetLife at the address indicated on the claim form within 180 days of receiving MetLife's decision. Appeals must be in writing and must include at least the following information:

- Name of Employee;
- Name of the Plan;
- Reference to the initial decision; or
- An explanation why you are appealing the initial determination.

As part of your appeal, you may submit any written comments, documents, records, or other information relating to your claim.

After MetLife receives your written request appealing the initial determination, MetLife will conduct a full and fair review of your claim. Deference will not be given to the initial denial, and MetLife's review will look at the claim anew. The review on appeal will take into account all comments, documents, records, and other information that you submit relating to your claim without regard to whether such information was submitted or considered in the initial determination. The person who will review your appeal will not be the same person as the person who made the initial decision to deny your claim. In addition, the person who is reviewing the appeal will not be a subordinate of the person who made the initial decision to deny your claim. If the initial denial is based in whole or in part on a medical judgment, MetLife will consult with a health care professional with appropriate training and experience in the field of medicine involved in the medical judgment. This health care professional will not have consulted on the initial determination, and will not be a subordinate of any person who was consulted on the initial determination.

## Disability Coverage

MetLife will notify you in writing of its final decision within a reasonable period of time, but no later than 45 days after MetLife's receipt of your written request for review, except that under special circumstances MetLife may have up to an additional 45 days to provide written notification of the final decision. If such an extension is required, MetLife will notify you prior to the expiration of the initial 45 day period, state the reason(s) why such an extension is needed, and state when it will make its determination. If an extension is needed because you did not provide sufficient information, the time period from MetLife's notice to you of the need for an extension to when MetLife receives the requested information does not count toward the time MetLife is allowed to notify you of its final decision. You will have 45 days to provide the requested information from the date you receive the notice from MetLife.

If MetLife denies the claim on appeal, MetLife will send you a final written decision that states the reason(s) why the claim you appealed is being denied and references any specific Plan provision(s) on which the denial is based. Upon written request, MetLife will provide you free of charge with copies of documents, records and other information relevant to your claim.



# Insurance Benefits

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Citi offers various insurance programs for you and your dependents:

- Basic Life insurance, if your benefits eligible pay is less than \$200,000;
- Basic Accidental Death and Dismemberment (AD&D) insurance, if your benefits eligible pay is less than \$200,000;
- Group Universal Life (GUL) insurance for you and your spouse/partner;
- Supplemental AD&D insurance for you and your spouse/partner;
- Business Travel Accident/Medical insurance;
- Term life and Supplemental AD&D insurance for your children; and

Insurance benefits are fully insured. Benefits are provided under the contracts entered into between Citigroup (the “Plan Sponsor”) and the insurers. The insurers, not the Plans Administration Committee of Citigroup Inc. (the “Plan Administrator”) or the Plan Sponsor, administer benefit claims and appeals procedures and are responsible for paying claims.

## Basic Life Insurance

Citi provides Basic Life insurance through MetLife at no cost to you if your benefits eligible pay is less than \$200,000. If your annual benefits eligible pay is equal to or above \$200,000, you are *not* eligible for company-paid Basic Life insurance.

The benefit is equal to your benefits eligible pay, rounded up to the nearest \$1,000, to a maximum of \$200,000. Benefits eligible pay is recalculated each year (June 30), and the new coverage amount is effective the following January 1.

Since Citi pays the full cost of Basic Life insurance, you must pay taxes on the value of the coverage above \$50,000 as required by the Puerto Rico Internal Revenue Code of 2011. This amount, called “imputed income,” is shown on your pay statement and Form W-2 PR for the year in which coverage was effective. Imputed income is not a deduction but an amount added to your taxable pay based on the amount of Basic Life insurance coverage above \$50,000.

If your benefits eligible pay is more than \$50,000, you may elect to limit your Basic Life insurance to \$50,000. You will not be subject to the imputed income, but you will also forego the additional benefit. You will not have the opportunity to enroll in Basic Life equal to your benefits eligible pay or to reduce coverage until the next Annual Enrollment period.

### *If Your Benefits Eligible Pay Increases to \$200,000 or Above*

If you become ineligible for Basic Life and Basic AD&D due to an increase in benefits eligible pay such that it is equal to or exceeds \$200,000, you may have the opportunity to enroll in Group Universal Life (GUL) coverage equal to one times your benefits eligible pay up to \$500,000 *without providing evidence of good health*, subject to the Plan’s maximum coverage limits, noted below.

If you are enrolled in GUL up to the maximum coverage amount — the lesser of 10 times your benefits eligible pay, not to exceed \$500,000 up to a maximum benefit of \$5 million — then you are not eligible to increase GUL coverage. You can continue your Basic Life or Basic AD&D benefits by converted them into individual policies

### *Basic Life Accelerated Benefits Option*

The Accelerated Benefits Option (ABO) of your life insurance coverage is available if you become terminally ill due to injury or sickness and are expected to die within six months.

Under the ABO, you may receive up to 50% of your Basic Life amount, not to exceed \$100,000, less any applicable expense charges. The minimum amount that will be paid is the lesser of 25% of your Basic Life amount or \$5,000. The accelerated benefit will be paid in a lump sum unless you or your legal representative selects another payment method.

To receive an accelerated benefit, MetLife will require the following proof of your terminal illness:

- A completed Accelerated Benefit Claim form, available from the Citi Benefits Center by calling ConnectOne at **1 (800) 881-3938**. From the “benefits” menu, choose the “health and insurance benefits” option;
- A signed physician’s certification that states you are terminally ill; and
- An exam by a physician of MetLife’s choice, if requested, at no expense to you.

Accelerated benefits will be paid only once in your lifetime. Upon your death, the Basic Life benefit paid to your beneficiary will be decreased by the amount of the accelerated benefit paid plus any interest and expense charge.

### *Basic Accidental Death and Dismemberment (AD&D) Insurance*

Citi provides Basic Accidental Death and Dismemberment (AD&D) insurance through MetLife at no cost to you if your benefits eligible pay is less than \$200,000. AD&D pays a benefit if you are dismembered or die as a result of an accidental injury. If your annual benefits eligible pay is equal to or above \$200,000, you are *not* eligible for company-paid Basic AD&D insurance.

The benefit is equal to your benefits eligible pay, rounded up to the nearest \$1,000, to a maximum of \$200,000. Benefits eligible pay is recalculated each year (June 30), and the new coverage amount is effective the following January 1.

### *Naming a Beneficiary*

Your beneficiary is the person or persons you choose to receive any benefit payable upon your death.

You may designate or change your beneficiary for Basic Life or Basic AD&D insurance at any time by visiting Your Benefits Resources™ through My Total Compensation and Benefits at **[www.totalcomponline.com](http://www.totalcomponline.com)**.

If there is no beneficiary designated or no surviving beneficiary at your death, the Claims Administrator will determine the beneficiary in the following order:

- Your spouse, if alive;
- Your child(ren), if there is no surviving spouse;
- Your parent(s), if there is no surviving child;
- Your sibling(s), if there is no surviving parent; or
- Your estate, if there is no surviving sibling.

If a beneficiary or payee is a minor or incompetent to receive payment, the Claims Administrator will pay his or her guardian.

### *Continuing Basic Life and Basic AD&D on an Individual Basis*

You can convert your Basic Life coverage to an individual policy after the termination of employment from Citi. You’ll receive a Health and Welfare Benefits Conversion/Portability Notice from the Citi Benefits Center once you lose eligibility. Once the notice is received, you may call MetLife directly at **1 (877) 275-6387**.

Regarding Basic AD&D insurance, once notified of your loss of eligibility, you may call MetLife for information on how to continue coverage. **Note:** Rates will be higher than the Citigroup rate. If you have any questions about continuing your AD&D on an individual basis, call MetLife directly at **1 (888) 252-3607**.

## Insurance Benefits

If you become ineligible for Basic Life or Basic AD&D coverage because your benefits eligible pay for the plan year equals or exceeds \$200,000, you can also continue your coverage on an individual basis, without providing evidence of good health, by calling MetLife within 31 days after you become ineligible.

## Group Universal Life (GUL) Insurance

You can enroll in GUL insurance, provided by MetLife, from one to 10 times your benefits eligible pay, not to exceed \$500,000 up to a maximum coverage amount of \$5 million. If your benefits eligible pay is not an even multiple of \$1,000, then your benefits eligible pay will be rounded up to the next \$1,000.

Your cost is based on the amount of coverage you elect, your age and whether you have used tobacco products in the past 12 months. The cost of coverage is deducted from your pay.

If you are enrolling in GUL insurance outside your initial eligibility period (31 days from your date of hire/date you are eligible to enroll in Citi benefits), outside of a qualified change in status, or for an amount greater than three times your benefits eligible pay, not to exceed \$500,000, or \$1.5 million, you must provide evidence of good health and be actively at work before coverage will be effective. "Actively at work" means that you are regularly scheduled to work in the office or at home and you are not away from work due to a disability. You must be able to perform all the activities of your job.

### Enrolling in GUL Coverage

You will enroll in coverage directly with MetLife, not through Citi. Visit the MetLife MyBenefits website available through My Total Compensation and Benefits at [www.totalcomponline.com](http://www.totalcomponline.com) or submit an enrollment form, which you can obtain by calling MetLife at **1 (888) 252-3607**. Your spouse/partner must complete a separate enrollment form to have GUL coverage.

If your benefits eligible pay is reduced, your GUL amount will continue to be based on the higher benefits eligible pay unless you call MetLife at **1 (888) 252-3607** to request that the GUL amount be reduced. Once you reduce coverage, you can increase it by reinstating the automatic benefits eligible pay or by purchasing additional multiples of your benefits eligible pay. You may be asked to provide satisfactory evidence of good health before the increased coverage will become effective. GUL coverage for an employee ends at age 95.

If you leave Citi, your GUL coverage may be continued under an individual policy. MetLife will send you information regarding the continuation of your GUL coverage once notified of your termination of employment or retirement. If you continue your GUL coverage, MetLife will bill you at a higher rate than the Citigroup rate. The rate will become effective the first of the month following the date of your termination of employment. If you have any questions on continuing your coverage, call MetLife directly at **1 (888) 252-3607**.

### Did You Know?

If you are enrolled in GUL coverage, you receive Will Preparation and Estate Resolution services at no cost when you work with an in-network attorney through MetLife Legal Plans. Will Preparation includes Wills, Powers of Attorney and Living Wills. Estate Resolution covers probate services only. Call MetLife Legal Plans at **1 (800) 821-6400** and provide the Citi group number 1137000 to get more information. This does not cover consultations for any other legal matters that would be included under the MetLife Legal Plans.

### GUL Accelerated Benefits Option

The Accelerated Benefits Option (ABO) of your GUL coverage is available if you become terminally ill due to injury or sickness and are expected to die within six months.



Under the ABO, you may receive up to 50% of your GUL insurance amount, not to exceed \$250,000, less any charges. The accelerated benefit will be paid in a lump sum unless you or your legal representative selects another payment method.

To receive an accelerated benefit, MetLife will require the following proof of your terminal illness:

- A completed Accelerated Benefit Claim form, available from MetLife by calling **1 (888) 252-3607**;
- A signed physician's certification that states you are terminally ill; and
- An exam by a physician of MetLife's choice, if requested, at no expense to you.

Accelerated benefits will be paid only once in your lifetime. Upon your death, the GUL benefit paid to your beneficiary will be decreased by the amount of the accelerated benefit paid plus any charge.

Accelerated benefits are not payable if:

- You have assigned the death benefit;
- All or a portion of your death benefit is to be paid to your former spouse as part of a divorce agreement;
- You attempt suicide or injure yourself on purpose;
- The amount of your death benefit is less than \$15,000; or
- You are required by a government agency to request payment of the accelerated benefit so you can apply for, obtain or keep a government benefit or entitlement.

### *Cash Accumulation Fund*

When you enroll in GUL coverage, you can participate in the Cash Accumulation Fund (CAF). The CAF allows you to save money that earns a competitive rate of interest on a tax-deferred basis. Contributions are deducted from your pay each pay period. The minimum contribution is \$10 a month or \$120 a year.

The Puerto Rico Internal Revenue Code determines the annual maximum you can contribute to the CAF based on your GUL coverage amount, your age and other factors.

If your contributions for GUL, including the CAF, exceed the actual limits of the coverage for which you are enrolled, MetLife will notify you about a refund. For the actual amount that applies to you under the applicable tax laws, call MetLife at **1 (888) 252-3607**.

You can change the amount of your CAF contribution at any time. **Note:** A decrease in coverage amounts could affect the amount you can contribute to your CAF.

You will not pay taxes on the interest while it remains in your CAF. The interest is taxable only when you withdraw more than the total you have paid up to that point for GUL coverage (your premiums) plus your CAF contributions.

For more information about the CAF, call MetLife at **1 (888) 252-3607**.

### *Taking a Loan from Your CAF*

At any time, you can obtain cash through a loan of at least \$200 from your CAF. You may take an unlimited number of loans each plan year, but only one loan can be in effect at any time. The most you can borrow at any time is the current cash value just prior to the loan and less the interest to the next plan anniversary date at the current loan interest rate.

Loan interest is charged at a rate set by MetLife. This rate will never be more than the maximum permitted by law and will not change more often than once a year on the plan anniversary date. Call MetLife at **1 (888) 252-3607** for the current interest rate.



## Insurance Benefits

You may repay all or part of a loan (but not less than \$100) at any time while you are alive and enrolled in GUL coverage. If any payment is intended as a loan repayment, rather than a contribution to your CAF, you must notify MetLife when you make the payment. Loans are not payable through payroll deductions.

Failure to repay a loan or to pay loan interest will not terminate your GUL coverage unless the balance in your CAF, minus the loan and loan interest, is not sufficient to pay the monthly contribution for GUL coverage. If this occurs, you will be notified that you have a 60-day grace period to pay the amount due.

For more information about CAF loans, call MetLife at **1 (888) 252-3607**.

### Assignment

You may assign your GUL insurance rights and benefits as a gift or as a viatical assignment. In this case, MetLife will recognize the assignee(s) under such assignment as owner(s) of your right, title and interest if:

- You have completed a written form satisfactory to MetLife affirming this assignment;
- Both you and the assignee(s) have signed the written form;
- The written form has been delivered to MetLife; and
- MetLife acknowledges that the life insurance being assigned is in force on your life.

MetLife is not responsible for the validity of an assignment.

### Naming a Beneficiary

Your beneficiary is the person or persons you choose to receive any benefit payable upon your death. You may designate or change your beneficiary for GUL insurance at any time by calling MetLife at **1 (888) 252-3607**. You can also visit the MetLife MyBenefits website available through My Total Compensation and Benefits at **[www.totalcomponline.com](http://www.totalcomponline.com)**.

Your spouse/partner must call MetLife at **1 (888) 252-3607**.

If there is no beneficiary designated or no surviving beneficiary at your death, MetLife will determine the beneficiary in the following order:

- Your spouse, if alive;
- Your child(ren), if there is no surviving spouse;
- Your parent(s), if there is no surviving child;
- Your sibling(s), if there is no surviving parent; or
- Your estate, if there is no surviving sibling.

If a beneficiary or payee is a minor or incompetent to receive payment, MetLife will pay his or her guardian.

### Coverage for Your Spouse/Partner

You can enroll in GUL insurance coverage, provided by MetLife, for your spouse/partner in increments of \$10,000 to a maximum of \$100,000. You do not need to buy GUL insurance for you to elect coverage for your spouse/partner.

Within 31 days of your initial eligibility, you can enroll for up to \$30,000 of spouse/partner GUL coverage without him/her providing evidence of good health.

If you enroll in GUL coverage at any other time, your spouse/partner must provide evidence of good health for *any* amount of spouse/partner coverage.

The cost is based on the amount of your spouse's/partner's coverage, his/her age and whether he/she has used tobacco products in the past 12 months. You can also contribute to a Cash Accumulation Fund in his/her name.



If you leave Citi or terminate your marriage or your partnership, your spouse/partner can still continue coverage. MetLife will bill him or her directly at a higher rate than the Citigroup rate. The rate will become effective the month following your termination of employment, divorce or termination of your partnership.

### *Life Insurance for Your Children*

If you have enrolled in GUL insurance coverage for you or your spouse/partner, you can enroll for life insurance from \$5,000 to \$20,000, in \$5,000 increments, for your eligible dependent children. Life insurance coverage is provided by MetLife. To enroll in child life coverage, call MetLife at **1 (888) 252-3607** or visit the MetLife MyBenefits website through My Total Compensation and Benefits at **[www.totalcomponline.com](http://www.totalcomponline.com)**.

When you enroll in child life coverage, all your eligible children are covered. You may enroll your eligible children in GUL coverage at any time without evidence of insurability. Coverage for a child generally ends at the end of the month in which the child reaches the maximum age of 26, or earlier if you lose eligibility for coverage.

Separately, you must report the birth or adoption of each child to the Citi Benefits Center through ConnectOne at **1 (800) 881-3938** within 31 days of the birth or adoption. From the “benefits” menu, choose the “health and insurance benefits” option.

Unless you have designated a beneficiary — other than you — to receive these benefits, benefits will be paid to:

- You, if you survive the dependent; or
- Your estate, if the dependent dies at the same time your death occurs or within 24 hours after your death.

You may designate or change your beneficiary for life insurance for your child at any time by calling MetLife at **1 (888) 252-3607** or by visiting the MetLife MyBenefits website available through My Total Compensation and Benefits at **[www.totalcomponline.com](http://www.totalcomponline.com)**.

## Supplemental AD&D Insurance for You and Your Dependents

You may enroll in Supplemental AD&D coverage, provided by MetLife, without providing evidence of insurability. You may choose from one to ten times your benefits eligible pay, not to exceed \$500,000 up to a maximum coverage amount of \$5 million. If your benefits eligible pay is not an even multiple of \$1,000, then your benefits eligible pay will be rounded up to the next \$1,000. Your cost is based on coverage you elect. If your benefits eligible pay is reduced, your Supplemental AD&D amount will continue to be based on the higher benefits eligible pay unless you call MetLife at **1 (888) 252-3607** to request that the Supplemental AD&D amount be reduced.

### **Enrolling in Supplemental AD&D Coverage**

You will enroll in coverage directly with MetLife, not through Citi. Visit the MetLife My Benefits site available through My Total Compensation and Benefits at **[www.totalcomponline.com](http://www.totalcomponline.com)**, or submit an enrollment form, which you can obtain by calling MetLife at **1 (888) 252-3607**.

Once you reduce coverage, you can increase it by reinstating the automatic benefits eligible pay increase or by purchasing additional multiples of your benefits eligible pay.

You can enroll in Supplemental AD&D insurance coverage, provided by MetLife, for your spouse/partner in increments of \$10,000 to a maximum of \$100,000, without providing evidence of insurability at any time. You do not need to buy Supplemental AD&D insurance for yourself to elect coverage for your spouse/partner. You may enroll your spouse/partner for Supplemental AD&D coverage at any time without providing evidence of insurability.

## Insurance Benefits

You may enroll your eligible children in Supplemental AD&D coverage at any time without evidence of insurability. Coverage for a child generally ends at the end of the month in which the child reaches the maximum age of 26, or earlier if you lose eligibility for coverage.

If you leave Citi or terminate your marriage or partnership, you and your spouse/partner and children may continue coverage by paying premiums directly to MetLife. If you continue coverage, MetLife will bill you at a higher rate than the Citigroup rate. The rate will become effective the month following the loss of eligibility. If you have any questions on coverage continuation, call MetLife directly at **1 (888) 252-3607**.

### Details about AD&D Insurance

#### Schedule of Covered Losses for Employees

- Loss of life: 100% of the principal sum;
- Loss of any combination of hand, foot or sight of one eye: 100% of the principal sum;
- Loss of an arm permanently severed at or above the elbow: 75% of the principal sum;
- Loss of a leg permanently severed at or above the knee: 75% of the principal sum;
- Loss of one hand or foot: 50% of the principal sum;
- Loss of all four fingers of the same hand: 25% of the principal sum;
- Loss of the thumb and index finger of same hand: 25% of the principal sum;
- Loss of all the toes of the same foot: 20% of the principal sum;
- Loss of sight of both eyes: 100% of the principal sum;
- Loss of sight in one eye: 50% of the principal sum;
- Loss of speech and hearing (in both ears): 100% of the principal sum;
- Loss of hearing (in both ears) or loss of speech: 50% of the principal sum;
- Quadriplegia: 100% of the principal sum;
- Paraplegia: 75% of the principal sum;
- Hemiplegia: 50% of the principal sum;
- Monoplegia: 25% of the principal sum;
- Brain damage: 100% of the principal sum;
- Coma: 1% monthly beginning on the seventh day of the coma for the duration of the coma to a maximum of 60 months.

#### Age Reduction Schedule

A covered person's principal sum will be reduced to the percentage of his/her principal sum in effect on the date preceding the first reduction, as shown below:

Age	Percentage of Benefit Amount
<b>70 but less than 75</b>	70%
<b>75 but less than 80</b>	45%
<b>80 but less than 85</b>	30%
<b>85 or over</b>	15%

## *Additional Basic AD&D Benefits*

### **Seatbelt and Airbag Benefit**

- Seatbelt benefit: 10% of the principal sum subject to a maximum benefit of \$25,000;
- Airbag benefit: 5% of the principal sum subject to a maximum benefit of \$15,000.

## *Additional Supplemental AD&D Benefits*

### **Child Care Center Benefit**

- 5% of the employee's principal sum subject to a maximum of \$10,000 per year, for up to 10 years. The maximum benefit period is to age 13 for each surviving dependent child.

### **Child Education Benefit**

5% of the principal sum to a maximum benefit of \$10,000 for each qualifying dependent child who is insured under the covered employee's benefits coverage on the date the employee dies. The covered employee's death must result directly and independently of all other causes from a covered accident for which an accidental death benefit is payable under this policy. This benefit is subject to the conditions and exclusions described below.

A qualifying dependent child must:

- Be enrolled as a full-time student in an accredited school of higher learning beyond the 12<sup>th</sup>-grade level on the date of the covered employee's covered accident or be at the 12<sup>th</sup>-grade level on the date of the covered employee's covered accident and then enroll as a full-time student at an accredited school of higher learning within 365 days from the date of the covered accident and continue his or her education as a full-time student;
- Continue his or her education as a full-time student in such accredited school of higher learning; and
- Incur expenses for tuition, fees, books, room and board, transportation and any other costs payable directly to, or approved and certified by, such school.

Up to four annual payments will be made at the end of each year to each qualifying dependent child or to the child's legal guardian, if the child is a minor. MetLife must receive satisfactory proof of the dependent child's enrollment and attendance within 31 days of the end of each year.

If no dependent child qualifies for a Special Education Benefit within 365 days of the covered employee's death, MetLife will pay a default benefit of \$1,000 to the covered employee's beneficiary.

### **Spouse/Partner Education Benefit**

MetLife will pay expenses incurred, as described below, up to the maximum benefit of \$10,000 to enable the covered employee's spouse/partner to obtain occupational or educational training needed for employment if the covered employee dies directly and independently of all other causes from a covered accident.

A covered spouse/partner must have been insured under this policy on the date of the covered employee's death to be eligible. This benefit will be payable if the covered employee dies within one year of a covered accident and is survived by his or her spouse/partner who:

- Enrolls, within two years after the covered employee's death in any accredited school for the purpose of retraining or refreshing skills needed for employment; and
- Incurs expenses payable directly to, or approved and certified by, such school.

## Insurance Benefits

### Exclusions

In addition to any benefit-specific exclusion, benefits will not be paid for any covered injury or covered loss that, directly or indirectly, in whole or in part, is caused by or results from any of the following unless coverage is specifically provided for by name in this document:

- Physical or mental illness or infirmity, or the diagnosis or treatment of such illness or infirmity;
- Infection, other than infection occurring in an external accidental wound;
- War, whether declared or undeclared; or act of war, participation in a felony, riot or insurrection;
- Suicide or attempted suicide;
- Intentionally self-inflicted injury;
- Service in the armed forces or unit auxiliary thereto;
- Any incident related to:
  - Aviation, other than a fare-paying passenger on a scheduled or charter flight operated by a scheduled airline;
  - Travel in an aircraft for the purpose of parachuting or otherwise exiting from such aircraft while it is in flight;
  - Parachuting or otherwise exiting from an aircraft while such aircraft is in flight, except for self-preservation;
  - Travel in an aircraft or device used:
    - For testing or experimental purposes;
    - By or for any military authority; or
    - For travel or designed for travel beyond the earth's atmosphere;
  - Committing or attempting to commit a felony;
  - The voluntary intake or use by any means of:
    - Any drug, medication or sedative, unless it is taken or used as prescribed by a physician or an "over the counter" drug, medication or sedative taken as directed;
    - Intoxification; benefits will not be paid for any loss in which the injured party is intoxicated at the time of the incident and is the operator of a vehicle or other device involved in the incident. Intoxicated means that the injured person's blood alcohol level met or exceeded the level that creates a legal presumption of intoxication under the laws of the jurisdiction in which the incident occurred;
    - Alcohol in combination with any drug, medication or sedative; or
    - Poison, gas or fumes.

The Plan will not pay benefits under this section for any loss if the injured party is intoxicated at the time of the incident and is the operator of a vehicle or other device involved in the incident.

### Common Disaster

If you and your spouse/partner are injured in the same accident and die within 365 days as a result of injuries in such accident, the full amount that we will pay for your spouse's/partner's loss of life will be increased to equal the full amount payable for your loss of life.

### Continuing Your Coverage Once You Lose Eligibility

When you are no longer eligible for group coverage, you or your dependents can continue your GUL and/or Supplemental AD&D insurance through the portability option by paying premiums directly to MetLife. GUL and Supplemental AD&D coverage continues through the last day of the month of your termination date.

After that, you'll receive a letter from MetLife describing your options for continuing your coverage. Your monthly premium may be significantly higher than the Citi employee rate.

If you continue GUL coverage, you also can continue to contribute to the Cash Accumulation Fund (CAF). If you have a balance in the CAF, your cost for GUL insurance will be deducted from your CAF to keep your coverage active until you notify MetLife

that you don't wish to continue GUL insurance. If you don't have a CAF account, or your CAF becomes depleted and you don't pay the premiums to MetLife, your GUL coverage will end.

## Business Travel Accident/Medical Insurance

Business Travel Accident/Medical insurance (BTA/BTM) pays benefits for bodily injury and/or death when a covered accident is incurred while traveling on company business. In addition to the BTA, the Business Travel Medical program provides non-routine and emergency medical coverage while traveling on business for Citi outside your home country or country of permanent assignment.

Coverage is provided by Chubb. All regular full-time and part-time employees have BTA coverage equal to five times benefits eligible pay to a maximum benefit of \$2 million. Your spouse/partner and/or dependent children are considered covered persons and have BTA coverage while accompanying you on a business or relocation trip.

- An eligible spouse/partner has a coverage amount of \$150,000.
- Each eligible dependent child (up to age 26) has a coverage amount of \$25,000.

BTA benefits are paid in the event of death, dismemberment, paralysis and loss of speech and/or hearing while traveling on an approved trip made on behalf of the Company. Certain covered losses are subject to limitations. Depending on the nature of your loss, you may be entitled to recover less than your total coverage amount.

If you suffer more than one loss in an accident, you will be paid only for the loss that provides the largest benefit. Each aircraft accident is subject to a maximum benefit limit, regardless of the number of covered persons who incur a loss or the severity of the loss.

Your BTA beneficiary, the person or persons designated to receive any benefit payable at your death, is the same beneficiary as for your Basic Life and Basic AD&D insurance. If you do not have Basic Life insurance, you can designate a beneficiary by visiting Your Benefits Resources™. You can link to Your Benefits Resources™ through My Total Compensation and Benefits at **www.totalcomponline.com**. If you do not designate a beneficiary, any benefit will be payable to: (i) your spouse/partner, if applicable or living; (ii) your children, if no spouse/partner; and (iii) your estate, if no children.

### Converting to an Individual Policy

You can convert your BTA coverage to an individual AD&D policy within 31 days of your termination of employment from Citi if you are under age 70 and you submit an application and appropriate premium. The coverage under the individual policy must be for at least \$25,000 and cannot be more than the greater of the amount of your employee coverage or \$500,000.

Coverage for an employee ends when the employee is no longer considered to be benefits eligible under the terms of the policy.

## Filing a Claim for Basic Life, Basic AD&D, GUL, Supplemental AD&D and BTA/Medical Insurance

You must provide notice, either written, authorized electronic (i.e. fax, email) or telephonic notice of your claim within 31 days after a covered loss occurs or begins or as soon as reasonably possible.

- For Basic Life, Basic AD&D, GUL, Supplemental AD&D and BTA/Medical insurance, you or your beneficiary may call the Citi Benefits Center. Call ConnectOne at **1 (800) 881-3938**. From the "benefits" menu, choose the "pension, retiree health and welfare and survivor support" option.

If proper notice, as indicated, is not given in that time, the claim will be invalidated or reduced if it is shown that proper notice was not given as soon as was reasonably possible.

Notice should include the insured's name and policy number and the covered person's name, address and certificate number.

## Insurance Benefits

Survivor Support will send claim forms for filing proof of loss when it receives notice of a claim. The claimant must provide written or authorized electronic (i.e. fax) proof of loss, satisfactory to MetLife, within 90 days of the loss for which the claim is made. If Survivor Support does not send claim forms within 15 days (may be longer if additional documentation or information is required) after it receives notice of a potential claim, you or your beneficiary can submit, within 90 days, written or authorized electronic proof of the nature and extent of the loss for which the claim is made.

Failure of a claimant to cooperate in the administration of the claim may result in termination of the claim. Such cooperation includes, but is not limited to, providing any information or documents needed to determine whether benefits are payable or the actual benefit amount due.

### *Claims and Appeals*

If you believe that you were incorrectly denied a benefit under the Insurance Benefit Plans, you can file a claim. For information on the claims and appeals procedures, see "Claims and Appeals" on page 50.





# MetLife Legal Plans

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Citigroup offers you the Citigroup Legal Benefits Plan (the “Legal Plan” or “the Plan”), offered through MetLife. MetLife Legal Plans provide you and your family access to an affordable network of experienced attorneys in the United States and in U.S. territories. The Plan also offers a Plus Parents option, which provides certain legal services to parents of the participant and/or his or her spouse. The Plan provides coverage for attorney fees for routine legal services related to personal or family legal issues. Most services authorized by the Plan are covered at 100% when you use network attorneys. A reimbursement schedule applies to fees charged by out-of-network attorneys. It’s an affordable way to get the help you need.

Through MetLife’s partnership with Family First, you also have access to a range of caregiving solutions when you enroll in the Plan. Family First’s multi-disciplinary team will partner with you to create a holistic plan for your loved one, regardless of your loved one’s age. There is no added cost for this service.

This section of the handbook will provide you with a better understanding of how coverage under the Plan works, including how and when benefits are paid.

For more information about the Plan, you can contact MetLife Legal Plans at **(800) 821-6400** or **[members.legalplans.com](https://members.legalplans.com)**. Your membership number will be mailed to you along with a welcome letter from MetLife Legal Plans after you enroll. When you log in to the member’s website, you will need to enter the last 4 digits of your membership number along with your ZIP code to locate an attorney near you.

## Benefits at a Glance

The following table summarizes the Plan services available to you and your eligible dependents:

Features	Highlights
<b>Benefits of Participating</b>	<ul style="list-style-type: none"> <li>The Plan offers you and your family access to an affordable network of attorneys for routine legal services related to personal and family legal issue.</li> <li>Most services are covered at 100% when you use in-network attorneys. In-network services are available only in the continental United States, U.S. Virgin Islands, Puerto Rico and Hawaii.</li> <li>A reimbursement schedule applies to fees charged by out-of-network attorneys.</li> <li>Attorneys will only provide services for U.S.-related issues.</li> <li>Through MetLife's partnership with Family First, you and your family have unlimited, no cost support in finding a customized solution for your child and adult caregiving needs.</li> </ul>
<b>Covered Services</b>	<ul style="list-style-type: none"> <li>Covered legal services include all of the following: <ul style="list-style-type: none"> <li>Advice and consultation;</li> <li>Consumer protection;</li> <li>Debt matters;</li> <li>Defense of civil lawsuits;</li> <li>10% discount on probate services and the personal injury coverage on a contingency basis,</li> <li>Document preparation and review;</li> <li>Family law;</li> <li>Immigration;</li> <li>Real estate matters;</li> <li>Traffic and criminal matters; and</li> <li>Wills and estate matters.</li> </ul> </li> <li>Please see the list of covered services on page 77 for details.</li> </ul>
<b>Pre-Existing Legal Matters Excluded</b>	<ul style="list-style-type: none"> <li>Any legal matter for which an attorney-client relationship existed prior to you joining the Plan will be excluded, and no benefits will apply</li> </ul>
<b>Who's Covered</b>	<ul style="list-style-type: none"> <li>If you enroll for coverage, the Plan provides coverage for you and all of your eligible dependents.</li> <li>The Plus Parents option allows you to purchase coverage for up to eight parents (parent/step parent and parent/step parent of the employee and parent/step parent and parent/step parent of the spouse/domestic partner for a total of 8).</li> </ul>
<b>Costs</b>	<ul style="list-style-type: none"> <li>You pay the full cost of your coverage on an after-tax basis. There is a flat rate of \$15 per month for coverage; \$21 per month for the Plus Parents enhancement — your cost per pay period is the same regardless of how many dependents are covered with you.</li> </ul>
<b>Enrolling and Making Changes</b>	<ul style="list-style-type: none"> <li><b>Enrolling:</b> You can only enroll for coverage during Annual Enrollment or when you first become eligible (generally, as a newly hired employee or newly eligible to enroll in benefits coverage). Because there is one contribution level for Plan coverage, your cost for coverage (including caregiving services through Family First) does not increase if you add dependents (e.g., if you marry, add a partner, or have a baby). You must enroll in the MetLife Legal Plans in order to enroll your parents under the Plus Parents option.</li> <li><b>Changing Coverage:</b> You may not drop coverage during the plan year. You can only make changes to your coverage during Annual Enrollment (usually held in the fall of each year for the following year's participation). Midyear changes due to a Qualified Status Change are not permitted under this Plan. When you enroll, your participation is in effect through December 31 and you may not stop participating unless you (i) drop coverage during a subsequent Annual Enrollment; (ii) cease to be a benefits-eligible employee or; (iii) your employment terminates.</li> </ul>
<b>Claims Administrator</b>	<ul style="list-style-type: none"> <li>The Plan's claims administrator is MetLife Legal Plans, a MetLife Company.</li> </ul>

## How the Plan Works

### Who's Covered?

If you enroll, the Plan automatically covers you, your spouse/ partner, and all eligible dependent children. For details about your eligible dependents, please see the "Eligibility and Participation" section of this handbook.

To further support your ability to take care of your family at every stage of life, the Plus Parents option can provide valuable help for the legal needs of the parents in your life.

You must be enrolled in the MetLife Legal Plans to add and have the Plus Parents coverage. With the Plus Parents coverage, your parents and parents-in-law have access to legal guidance for issues related to estate planning, elder care, identity theft and more.

The Plus Parents coverage accommodates extended and blended families, with coverage for up to eight parents (four sets). This includes parent/step parent and parent/step parent of the employee and parent/step parent and parent/step parent of the spouse/dependent partner for a total of 8.

### Cost of Coverage

You pay the entire cost for coverage -- \$15 per month/\$21 per month for enhanced Parents Plus coverage -- under the Plan with after-tax contributions. Your cost is the same regardless of how many dependents are covered.

Your contributions for Plan coverage are automatically deducted from your pay when your coverage begins.

If you have coverage but are away from work because of an unpaid sickness or leave of absence you must pay for coverage through direct-billing with Citi.

### How to Enroll

You can only enroll for coverage when you first become eligible (generally, as a newly hired employee or newly eligible for benefits) or during Annual Enrollment. Unlike other Citi benefits, you cannot enroll, change, or cancel your coverage during the plan year, even if you have a Qualified Status Change as defined in the Qualified Changes in Status section of this handbook. Participation in the Plan is optional. You must enroll to have coverage.

If you are enrolling as a new hire, or a newly eligible employee, you will need to enroll within 31 days of your hire date.

Once you are enrolled, your participation will continue for the remainder of the plan year unless you elect to drop coverage during a subsequent the Annual Enrollment period.

### Your Membership Number

MetLife Legal Plans will send your membership number to you after you enroll. You will need this number to get services and file claims for benefits. Please retain this number.

### When Coverage Begins

#### If You Are an Employee

If you enroll during Annual Enrollment, your coverage will be effective January 1 and you will continue to participate for the full calendar year (January through December).



### **If You Are a Newly Hired or Newly Eligible Employee**

If you enroll, coverage will be effective on your hire date.

You will continue to participate from the effective date through the end of the calendar year. If you go on a leave of absence and not receiving payroll deductions, your participation will continue as long as you continue to pay applicable premiums.

### **No Midyear Changes**

When you enroll, your participation is in effect through December 31 of the plan year and you may not stop participating unless you are no longer eligible. Midyear changes are not permitted under this Plan, even if you have a Qualified Status Change that allows you to change other Citi benefits.

You can only make changes to your coverage during Annual Enrollment.

### **Continuing MetLife Legal Plans Coverage**

If you were enrolled, your coverage ends on your termination date. You have the option to enroll in individual legal coverage by visiting [MetLife.com/individual-legal-plans](https://www.metlife.com/individual-legal-plans) or contacting MetLife Legal Plans at **(800) 821-6400**. You can make convenient monthly premium payments through ACH deductions.

### **Services in Progress Continue**

Even if you don't continue group legal coverage, any services in progress before your coverage end date will be provided.

### **About the Plan**

The Plan provides coverage for attorney fees for certain routine, U.S.-related legal services related to personal or family legal issues.

The Plan offers access to a network of attorneys who provide a wide range of legal services. In-network services are available only in the United States, U.S. Virgin Islands, and Puerto Rico.

Most services authorized by the Plan are covered at 100% when you use network attorneys.

A reimbursement schedule applies to fees charged by out-of-network attorneys.

### **Finding Network Attorneys**

You can call MetLife Legal Plans' Call Center at **(800) 821-6400** to find a network attorney. A Client Service Representative will ask you to identify yourself as a Citi employee and will request your membership number, which is located in your welcome letter MetLife Legal Plans sends to you after you elect coverage, and your home zip code.

Your spouse/ partner and any eligible child may use the Plan. Those family members will be required to provide your membership number when requested, to verify their eligibility.

## MetLife Legal Plans

### The Plan Call Center

The Client Service Representative is responsible for all of the following:

- Verifying eligibility for services over the phone;
- Making an initial determination of whether and to what extent your case is covered (the Plan attorney will make the final determination of coverage);
- Providing a case number, which is similar to a claim number (each case is assigned a new case number);
- Providing the telephone number of the Plan attorney(s) most convenient to you; and
- Answering any questions you have about the Plan.

Following your initial phone call, you may schedule an appointment with a Plan attorney. Evening and Saturday appointments are available, if requested.

When you call a Plan attorney related to covered services, and he or she provides a recommended course of action related to your legal needs. To ensure that you will receive comprehensive services, ask the Plan attorney: (i) if there are any limitations on the representation; (ii) if he or she will represent you in court in the event of litigation; (iii) are there any additional out of pocket cost to receive comprehensive representation, including related to potential litigation; and (iv) if there are any related post litigation issues.

### Plan and Out-of-Network Attorneys

When you use a Plan (in-network) attorney, all attorney's fees for covered services are paid in full by the Plan (except for certain limits shown in the "What Is Not Covered" section below.)

If you choose to seek legal services from an out-of-network attorney, the Legal Plan will reimburse you for out-of-network attorneys' fees in accordance with a set fee schedule.

For services to be covered, you or your eligible dependents must establish an attorney-client relationship while you are an enrolled member of the Plan.

Your use of the legal services provided by the Plan are totally confidential.

#### *The Role Plan Attorneys*

The Plan attorney is required to maintain the strict confidentiality of a traditional attorney-client relationship. The attorney's relationship is exclusively with you. Citi will not receive information about your legal issues or the services you use under the Plan. In addition, no one will interfere with your Plan attorney's independent exercise of professional judgment when representing you.

The attorney will adhere to the rules of the Plan. MetLife Legal Plans, or the law firm providing services under the Plan, is responsible for all services provided by their attorneys.

Citigroup has no liability for the conduct of any Plan attorney. You have the right to file a complaint with the state bar concerning attorney conduct pursuant to the Plan. If you have a complaint about the legal services you have received or the conduct of an attorney, you can register a complaint by calling MetLife Legal Plans. Your complaint will be reviewed, and you will receive a response within two business days of your call.

Plan attorneys will refuse to provide services if the matter is clearly without merit, frivolous, or for the purpose of harassing another person.

## What Is Covered

The following fee schedule describes the maximum amounts that the Plan will pay for covered legal services provided if you use an in-network attorney or reimburse you if you use an out-of-network attorney. Only one fee category per case-type applies to each matter — the fee category that best describes the services that were provided.

The Plan provides only for the personal legal matters listed below. However, the Plan covers up to four hours of attorney services at \$100 per hour for non-covered legal matters each year. Once you receive services from an out-of-network attorney, you cannot then use an in-network Plan attorney for the same matter.

If you or your non-network attorney have any questions regarding coverage or exclusions, please visit the Plan website at [members.legalplans.com](https://members.legalplans.com) or call (800) 821-6400 and ask to speak with MetLife's Payment Administrator before services are provided.

The services listed with “(includes Plus Parents)” notation are available to parents and parents-in-law through the Plus Parents option. The list of covered services may change at any time.

### Advice and Consultation

Case Type	In-Network	Out-of-Network The Plan Will Pay Up to
Office Consultation and Telephone Advice	100%	\$70 (If no further covered services are provided)

### Consumer Protection

Case Type	In-Network	Out-of-Network The Plan Will Pay Up to
<b>Consumer Protection Matters</b> Excludes disputes over real estate, construction or insurance. Disputed amount exceeds small claims limit and is evidenced by writing.		
<i>Correspondence and Negotiation</i>	100%	\$500
<i>Filing of Suit, Ending in Settlement or Judgement</i>	100%	\$2,000, plus Trial Supplement*
<b>Property Protection</b>		
<i>Counseling, Document Review and Assistance</i>	100%	\$125
<b>Small Claims</b>		
<i>Counseling on Preparing Small Claims Complaint and Trial Preparation</i> This service does not cover a Plan attorney's attendance or representation at a small claims trial, collection activities after the judgment or any services related to post judgment actions.	100%	\$200

\*\* Trial Supplement — In addition to the fees indicated, the Plan will pay the attorney's fees for representation in trial beyond the third day of trial, up to a maximum of \$800 per day up to \$100,000 total trial supplement maximum.

### Debt Matters

Case Type	In-Network	Out-of-Network The Plan Will Pay Up to
<b>Debt Collection Defense (Consumer Debts)</b> Excludes defense of matters arising from divorce or post-decree actions. Includes repossession and garnishment.		
<i>Negotiation and Settlement</i>	100%	\$350
<i>Negotiation and Settlement after Complaint and Answer Filed</i>	100%	\$600
<i>Trial</i>	100%	\$1,050 plus Trial Supplement *

Case Type	In-Network	Out-of-Network The Plan Will Pay Up to
<b>Debt Collection Defense (Foreclosures)</b>		
<i>Negotiation</i>	100%	\$500
<i>Complaint and Answer Filed, Settlement Negotiations</i>	100%	\$850
<i>Trial</i>	100%	\$1,500 plus Trial Supplement *
<i>Identity Theft</i>	100%	
<i>Correspondence/Notice to Creditors</i>	100%	\$250
<b>Personal Bankruptcy or Wage Earner Plan</b>		
<i>Chapter 7 Individual or Member/Spouse</i>	100%	\$850
<i>Chapter 13 Individual or Member Spouse</i>	100%	\$1,400
<b>Tax Audits</b>		
<i>Negotiation and Settlement</i>	100%	\$500
<i>Audit Hearing (Includes Negotiation &amp; Settlement)</i>	100%	\$1,200

### Defense of Civil Lawsuits

Case Type	In-Network	Out-of-Network The Plan Will Pay Up to
<b>Administrative Hearing Representation and Incompetency Defense</b> Excludes defense of matters arising from divorce, post-decree actions or other family law matters , or job related incidents		
<i>Negotiation and Settlement</i>	100%	\$500
<i>Contested Hearings ending in Settlement or Judgement</i>	100%	\$1,800 plus Trial Supplement *
<b>Civil Litigation Defense</b> Excludes defense of matters arising from divorce, post-decree actions or other family law matters , or job related incidents		
<i>Negotiation and Settlement</i>	100%	\$650
<i>Filing Answer, Litigation Ending in Settlement or Judgment</i>	100%	\$1,800, PLUS TRIAL SUPPLEMENT*

\* Trial Supplement — In addition to the fees indicated, the Plan will pay one half of the attorney's hourly rate fees for representation in trial beyond the third day of trial, for up to a maximum of \$800 per day up to a \$100,000 total trial supplement maximum.

### Document Preparation and Review

Case Type	In-Network	Out-of-Network The Plan Will Pay Up to
<b>Affidavits (includes Plus Parents)</b>	100%	\$75
<b>Deeds (includes Plus Parents)</b>	100%	\$100
<b>Demand Letters (includes Plus Parents)</b> Negotiations and Plan Attorney representation in litigation are not included	100%	\$75
<b>Document Review (includes Plus Parents)</b>	100%	\$100
<b>Elder Law Matters (includes Plus Parents)</b> (Counseling and document review of only documents pertaining to the participant's parents as affecting the participant)	100%	\$140
<b>Mortgages (includes Plus Parents)</b>	100%	\$70
<b>Promissory Notes (includes Plus Parents)</b>	100%	\$70

## Family Law

Case Type	In-Network	Out-of-Network The Plan Will Pay Up to
<b>Adoption and Legitimization</b>		
<i>Uncontested</i>	100%	\$650
<i>Contested</i>	100%	\$1,500, plus Trial Supplement*
<b>Guardianship or Conservatorship</b>		
<i>Uncontested</i>	100%	\$650
<i>Contested</i>	100%	\$1,500, plus Trial Supplement*
<b>Name Change</b>	100%	\$400
<b>Prenuptial Agreement</b> Available to Eligible Plan Member only	100%	\$750
<b>Protection from Domestic Violence</b> Available to Eligible Plan Member only (eligible dependents are not covered) Preparation of Paperwork and Attendance at Hearing	100%	\$425

\* Trial Supplement — In addition to the fees indicated, the Plan will pay the attorney's fees for representation in trial beyond the third day of trial, up to a maximum of \$800 per day up to \$100,000 total trial supplement maximum.

## Immigration

Case Type	In-Network	Out-of-Network The Plan Will Pay Up to
<b>Immigration assistance</b> Counseling on Preparing Forms and Hearing Preparation (Plan Attorney attendance and representation in court is not covered.)	100%	\$500

## Real Estate Matters

Case Type	In-Network	Out-of-Network The Plan Will Pay Up to
<b>Boundary or Title Disputes</b>		
<b>Primary Residence</b>		
<i>Negotiation and Settlement</i>	100%	\$500
<i>Trial</i>	100%	\$1,500, plus Trial Supplement*
<b>Eviction and Tenant Problems</b> (Primary Residence - Tenant only)		
<i>Correspondence and Negotiations</i>	100%	\$280
<i>Eviction Trial Defense</i>	100%	\$840, plus Trial Supplement*
<b>Home Equity Loan (Primary Residence)</b> Applies only to attorney who represents the plan member, not the attorney representing the lending institution	100%	\$350
<b>Home Equity Loan (Second or Vacation Home)</b> Applies only to attorney who represents the plan member, not the attorney representing the lending institution	100%	\$350
<b>Property Tax Assessment</b> (Primary Residence)		
<i>Negotiation and Settlement</i>	100%	\$270
<i>File Request for hearing with Attendance at Hearing</i>	100%	\$620 plus Trial Supplement *



Case Type	In-Network	Out-of-Network The Plan Will Pay Up to
<b>Refinance of home (Primary Residence, Second or Vacation home)</b> (Applies only to attorney who represents the Plan member, not the attorney representing the lending institution.)	100%	\$350
<b>Sale or Purchase of Home (Primary Residence, Second or Vacation Home)</b> Applies only to attorney who represents the plan member, not the attorney representing the lending institution	100%	\$500
<b>Security Deposit Assistance</b> This service does not include Plan Attorney representation in lawsuit against a landlord, including an action for the return of a security deposit. Additionally, it does not cover a Plan attorney's attendance or representation at a small claims trial, collection activities after the judgment or any services related to post judgment actions.		
<b>Counseling on Preparing Small Claims Complaint and Trial Preparation</b>	100%	\$150
<b>Demand Letter/Negotiations</b>	100%	\$250
<b>Zoning Applications</b>		
<i>Preparation of Documentation</i>	100%	\$250
<i>Documentation / Attending Hearing</i>	100%	\$500

\* Trial Supplement — In addition to the fees indicated, the Plan will pay the attorney's fees for representation in trial beyond the third day of trial, up to a maximum of \$800 per day up to \$100,000 total trial supplement maximum.

### Traffic and Criminal Matters

Case Type	In-Network	Out-of-Network The Plan Will Pay Up to
<b>Driving Privileges/Restoration of Suspended License</b>	100%	\$250
<b>Juvenile Court Defense</b>		
<i>Negotiation and Settlement</i>	100%	\$500
<b>Trial</b>	100%	\$1,200 plus Trial Supplement*
<b>Traffic Ticket Defense (No DUI)</b>		
<i>Plea or Trial at Court for Minor Moving Violations</i>	100%	\$250
<i>Plea or Trial at Court for Serious Moving Violations Resulting in Jail Time or License Suspension</i>	100%	\$500, plus Trial Supplement*

\* Trial Supplement — In addition to the fees indicated, the Plan will pay the attorney's fees for representation in trial beyond the third day of trial, up to a maximum of \$800 per day up to \$100,000 total trial supplement maximum.

### Wills and Estate Matters

Case Type	In-Network	Out-of-Network The Plan Will Pay Up to
<b>Living Wills (includes Plus Parents)</b>		
<i>Individual</i>	100%	\$75
<i>Member and Spouse</i>	100%	\$80
<b>Powers of Attorney (includes Plus Parents)</b>		
<i>Individual</i>	100%	\$65
<i>Member and Spouse</i>	100%	\$75
<b>Trusts</b>		
<i>Individual</i>	100%	\$325
<i>Member and Spouse</i>	100%	\$450

Case Type	In-Network	Out-of-Network The Plan Will Pay Up to
<b>Wills and Codicils (includes Plus Parents)</b>		
<i>Individual</i>	100%	\$150
<i>Member and Spouse</i>	100%	\$200

If there is any question about whether a service would be included or excluded, or the extent of coverage of a service, it is important to call MetLife Legal Plans and receive confirmation as to whether and for how much a service is covered.

Plan Attorneys will handle probate matters at a fee of 10% less than the prevailing rate - subject to applicable law and court rules. The Covered Person must pay the reduced fee and all costs.

Plan Attorneys will handle personal injury matters when the covered person is the plaintiff at a maximum fee of 25% of the gross award. The covered person is responsible for paying the attorney's fee and all costs.

### About Caregiving Services

Through MetLife's partnership with Family First, the Plan provides for the cost of services associated with developing a personalized caregiving solution. When you contact Family First, a dedicated Care Expert with an average of 20 years' experience will work with you and a multi-disciplinary, nationwide network of highly-trained experts, such as physicians, social workers and counselors, to develop a comprehensive solution to your caregiving challenges. Services are covered at 100%.

Contact Family First by calling **1 (800) 821-6400** or by visiting <https://members.legalplans.com> and selecting "Caregiving Support & Resources". You will be redirected to the Family First home page. You can also access Family First through the mobile app.

### What Is Not Covered

The Plan does not cover the following:

- Employment-related matters, including company or statutory benefits;
- Matters involving Citigroup, MetLife® and affiliates, and Plan attorneys;
- Matters in which there is a conflict of interest between employee and spouse/domestic partner or children, in which case services are excluded for the spouse/domestic partner and children;
- Appeals and class actions;
- Farm and business matters, including rental issues when the participant is the landlord;
- Patent, trademark, and copyright matters;

## Pre-Existing Legal Matters

Any legal matter for which an attorney-client relationship existed prior to your becoming eligible for services under the Plan will be excluded and no benefits will apply.

## MetLife Legal Plans

- Amounts due to third parties such as:
  - Court costs, filing fees or recording fees;
  - Fines;
  - Judgements;
  - Witness fees; or
  - Transcripts.
- Frivolous or unethical matters; and
- Matters for which an attorney-client relationship exists prior to the participant becoming eligible for Plan benefits.

This list may change at any time.

### Items Not Listed and Not Excluded

If there is any question about whether a service would be included or excluded, or the extent of coverage, it is important to call MetLife Legal Plans and receive confirmation as to whether a service is covered.

### Claiming Benefits

The following explains when and how to file claims for covered expenses under the Plan. For more information on your rights with respect to claims, please see the “Administration Information” section of this handbook.

### How to File Claims

Rules regarding claims depend on whether you receive your services in- or out-of-network, as shown below:

Source of Benefits	Claims Process
<b>In-Network Benefits</b>	You do not need to file a claim form.
<b>Out-of-Network Benefits</b>	Contact MetLife Legal Plans, the claims administrator, to obtain an out-of-network claim form. (See contact information below under “Where to Submit Claims” on page 89.)

To have your claim considered for benefits, you must notify MetLife Legal Plans. MetLife will send you a claim form. After the matter is finished, the claim form must be completed and returned to MetLife with the attorney’s final bill. Within 60 days of MetLife’s receipt of the completed claim form and final bill, MetLife will pay the covered person up to the amount stated in the Non-Plan Attorney Fee Schedule. The covered person receiving services from the non-Plan Attorney will be responsible for making payment to the non-Plan Attorney for any expenses or fees incurred in excess of the amount paid by MetLife.

### Where to Submit Claims

The claims administrator is MetLife Legal Plans, Inc.:

MetLife Legal Plans, Inc.  
 1111 Superior Avenue  
 Cleveland, OH 44114  
  
 (800) 821-6400  
  
 8 a.m. to 8 p.m. ET

## Claims and Appeals

If you file a claim for benefits under the Citigroup Legal Benefits Plan (the “Plan”), your claim generally will be administered in accordance with the timetable outlined below. For additional details on the specific claims and appeals procedures, contact the applicable Claims Administrator.

### Notice of Adverse Benefit Determinations

If your claim is denied, you will receive a written or an electronic notice within 90 days after receipt of your claim (180 days if special circumstances apply and you are notified of the extension in writing within the initial 90-day period and informed of the anticipated benefit determination date. The explanation will include the following:

- The specific reasons for the denial;
- The specific reference to the Plan documentation that supports these reasons;
- The additional information you must provide to perfect your claim and the reasons why that information is necessary;
- The procedure available for a further review of your claim, including a statement regarding your right to bring action under Section 502(a) of the Employee Retirement Income Security Act of 1974, as amended (ERISA) if your claim is denied on review; and
- A statement disclosing any internal rule, guideline, protocol or similar criterion relied on in making the adverse decision (or a statement that such information will be provided free of charge upon request), if applicable.

### Appeals

You have a right to appeal a denied claim for benefits by filing a written request for review of your claim with the Claims Administrator within 180 days after receipt of the notice informing you that your claim has been denied. The Claims Administrator will conduct a full and fair review of your claim and appeal. You or your representative may review Plan documents and submit written comments with your appeal. You will be provided, upon request and free of charge, reasonable access to, and copies of, all documents, records and other information relevant to your claim.

The Claims Administrator’s review will take into account all comments, documents and other claim-related information that you submit regardless of whether that information was submitted or considered in the initial benefit determination.

The Claims Administrator will reach a determination regarding your appeal 60 days after its receipt (120 days if the Claims Administrator determines that special circumstances require an extension and, before the expiration of the initial 60 days, you are notified in writing of the circumstances warranting the extension and the anticipated determination date).

### Notice of Benefit Determination on Appeal

You will receive a written or an electronic notice of the benefit determination upon review. In the event your claim is denied on appeal, the notice will provide:

- The specific reason or reasons for the denial of the appeal;
- Reference to the specific Plan provisions on which the benefit determination is based;
- A statement that you are entitled to receive, upon request and free of charge, reasonable access to, and copies of, all documents, records and other information relevant to your claim for benefits;
- A statement describing any voluntary appeal procedures offered by the Plan, if applicable, and a statement of your right to bring an action under Section 502(a) of ERISA; and
- If an internal rule or guideline was relied on in making the adverse determination, either the specific rule or guideline, or a statement that such a rule or guideline was relied on in making the adverse determination and that a copy of such rule or guideline will be provided free of charge upon request.

## MetLife Legal Plans

In the event that your appeal is denied, you have the right to bring a legal action under Section 502(a) of ERISA, provided that you file any lawsuit or similar enforcement proceeding, commenced in any forum, regarding the Plans within 12 consecutive months after the date of receiving a final determination on review of your claim or, if earlier, within two years from the date on which you were aware, or should have been aware, of the claim at issue in the suit.

The two-year limitation shall be increased any time a claim or appeal on the issue is under consideration by the appropriate fiduciary. If any different period to begin suit is specified in an insurance contract forming part of the Plans or any shorter period is specified in the rules of the Claims Administrator, that period will apply to proceedings against the insurer or with regard to the ruling of that Claims Administrator, respectively.

You and the Plans may have other voluntary alternative dispute resolution options, such as mediation. One way to find out what may be available is to contact your local U.S. Department of Labor office and your state insurance regulatory agency, as applicable. Generally, the determination reached by the Plans is final.



# Legal and Administrative Information

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## When Coverage Ends

Your coverage under the Citigroup Health Benefit Plan, Citigroup Dental Benefit Plan and Citigroup Vision Benefit Plan (the "Plans") automatically will terminate on the earliest of the following dates:

- The date the Plans are terminated;
- The last day for which the necessary contributions are made (If your coverage under the Plan is terminated due to the failure to pay premiums, you are ineligible for such coverage); or
- 11:59 p.m. on the day in which your employment ends (last day of notice period), you retire or die, or you otherwise cease to be eligible for coverage, unless you have attained age 65. If you have attained age 65, your coverage will end at 11:59 p.m. of the last day of the month in which your employment is terminated. Basic Life and Basic AD&D insurance and Citigroup Disability Plan coverage end on the date your employment is terminated. GUL, Supplemental AD&D insurance, and Legal Plan coverage ends on the last day of the month in which your employment is terminated.

Your eligible dependent's coverage automatically will be terminated on the earliest of the following dates:

- The day your coverage is terminated, except in the case of your death in which case coverage will continue for six months;
- The date you elect to terminate your eligible dependent's coverage due to a qualified change in status;
- The last day for which the necessary contributions are made;
- The date the eligible dependent ceases to be eligible for coverage; coverage will remain in effect through December 31 of the year in which the child reaches the maximum age;
- The date the eligible dependent is covered as an employee under the Plans;
- The date the eligible dependent is covered as the dependent of another employee under the Plans;
- The date the eligible dependent enters the armed forces of any country or international organization; or
- The date the dependent is no longer eligible for coverage under a Qualified Medical Child Support Order.

You and your eligible covered dependents may be able to continue coverage under COBRA. See "COBRA" on page 111.

## Coverage When You Retire

You could be eligible for retiree health care coverage if, on the date your employment with Citigroup ends, all the following apply:

- Your age plus completed years of service with Citi totals at least 60;
- You have attained at least age 50 and have at least five years of Citi service; and
- You were eligible to participate in the Citi health plans immediately prior to your termination date.

For more information on eligibility for this coverage, contact the Citi Benefits Center. You will be required to pay for your coverage.

### *A Note for Employees Who Were Involuntarily Terminated*

If (a) you are eligible for coverage under the Puerto Rico Separation Pay Plan, (b) you are projected to meet the age and service requirements for retiree health coverage eligibility within 12 months after your termination date and (c) you enroll in COBRA immediately following your termination date, you may elect to participate in Citi's retiree health program at any of the following times:

1. The date you would have met the age and service requirements for retiree health program eligibility had you remained employed;
2. If you elected COBRA, at any time during your COBRA continuation period after you have met such age and service requirements; or
3. If you elected COBRA, at the end of such COBRA period. *If you do not enroll in retiree health coverage at or before the end of your COBRA period, you'll waive all rights to future enrollment in the Citi retiree health program coverage.*

Alternatively, if (a) you are eligible for coverage under the Puerto Rico Separation Pay Plan and (b) you are projected to meet the age and service requirements for retiree health coverage eligibility within 12 months after your termination date, but choose not to enroll in Citi COBRA coverage upon your termination, you will later have a one-time opportunity to enroll in Citi's retiree health programs at the time you meet the age and service requirements for Citi's retiree health programs, determined as if you had remained employed with Citi through such date.

If you are involuntarily terminated, and you are eligible for the retiree health plans on your termination date: you must choose between electing retiree health coverage, as currently available, or continuation of health coverage through COBRA. If you elect COBRA, you won't be able to elect retiree health coverage at a later date.

If you are involuntarily terminated and are **not eligible** for coverage under the Puerto Rico Separation Pay Plan, you must meet the age and service requirements for eligibility for retiree health coverage on your termination date to receive access to the retiree health programs; the 12-month rule described above is not available.

*As always, Citi reserves the right to amend or terminate any of its plans and or coverage programs at any time.*

### *Coverage for Surviving Spouse/Partner and/or Dependents*

When an active employee dies, the surviving spouse/partner and/or dependent children who were enrolled in active employee coverage at the time of the employee's death will be eligible to continue health care coverage through COBRA for six months at no cost.



## Legal and Administrative Information

### *If the Employee Was Not Eligible for Retiree Health Care Coverage at the Time of Death*

A Survivor Support specialist will be assigned to assist your surviving spouse/partner and/or dependent children with benefits and will enroll family members who have been covered by Citi medical and/or dental coverage in six months of free COBRA continuation coverage. For your surviving spouse/partner and/or dependent children to have six months of free medical and/or dental coverage, they must be enrolled in COBRA coverage. See “COBRA” on page 111.

### *If the Employee Was Eligible for Retiree Health Care Coverage at the Time of Death*

At the end of the free six-month period, as explained above, covered individuals either can continue COBRA coverage or elect retiree health care coverage. Retiree health care coverage is provided on the same terms as coverage provided to a retired employee.

If the surviving spouse/partner was not enrolled in active employee coverage at the time of the employee’s death, he or she is eligible for retiree health coverage but not COBRA coverage.

## Coverage if You Become Disabled

You and your eligible dependents may continue medical, dental and vision coverage for up to 13 weeks as long as you make the active employee contributions. After a total of 52 weeks of disability, which includes both STD and LTD leave, generally, your employment may be terminated.

After the 13-week paid STD period, the Citi Benefits Center will bill you for your benefits, where applicable. The cost is not deducted from your Long-Term Disability (LTD) benefit.

If you are totally disabled, coverage will continue as follows:

Plan	Coverage provisions	
<b>Medical</b>	Coverage will continue for 52 weeks, including the 13-week period of Short-Term Disability (STD), as long as you pay the active employee contributions. <b>If you became disabled prior to January 1, 2014:</b> If your disability extends beyond 52 weeks, you may continue medical coverage for the lesser of a length of your disability or the medical continuation period, based on your years of service (as shown below). For the purposes of the Disability Plan, a year of service is each 12 months of service, counting any part of a month in which you provided service. If you terminate employment with Citi and are subsequently rehired, your service date will include the additional service after your re-employment.	
	Years of Citi service (as of the LTD effective date)	Medical continuation period after week 52 (the termination of your employment)
	Less than 2 years	6 months
	2 years to less than 5 years	Equal to your length of service
	5 years or more	As long as you are deemed disabled and eligible for LTD benefits under the Plan.
	At the end of the medical continuation period, shown above, you may continue coverage through COBRA, if applicable. The above continuation period is considered part of the COBRA period.	

Plan	Coverage provisions
	<p><b>If you became disabled on or after January 1, 2014, and</b></p> <ul style="list-style-type: none"> <li>• Commence short-term disability benefits;</li> <li>• You receive disability benefits for 52 weeks (both STD and LTD); and</li> <li>• Your employment is terminated,</li> </ul> <p>you will be eligible to pay the same rate that active employees pay for medical coverage for up to 36 months after your employment terminates, regardless of your years of service with Citi.</p> <p>At the end of the medical continuation period, you may continue coverage through COBRA for up to 29 months, if applicable.</p> <p>Regardless of the commencement of your disability, the following applies:</p> <p>The disability administrator will manage your claim to determine your eligibility to continue in applicable health and welfare benefits at the active employee rate.</p> <p>If you are a totally disabled employee who has been denied LTD benefits due to a pre-existing condition, did not enroll in or declined automatic enrollment in LTD coverage, or who has reached the maximum benefit under the two-year limitation rule, the disability administrator will medically manage your claim, as well.</p> <p>Once you become disabled for more than 29 months and are approved for Social Security disability or, if earlier, you become eligible for Medicare because you attained age 65, Medicare will become your primary medical coverage while benefits under the Citi plan become secondary. If you are receiving Social Security disability benefits due to your disability, you will be automatically enrolled in Medicare Part A and B when you satisfy the eligibility requirements. You should maintain your Medicare Part B coverage to receive the maximum benefit from the Citi medical coverage because Citi will pay benefits as if you are enrolled in Medicare Part A and B. In addition, you may incur penalties if you enroll in Medicare Part B after you are initially eligible.</p>
<b>Dental</b>	Coverage will continue for 52 weeks, including the 13-week period of STD, as long as you pay the active employee contributions. Then you may continue coverage under COBRA.
<b>Vision</b>	Coverage will continue for 52 weeks, including the 13-week period of STD, as long as you pay the active employee contributions. Then you may continue coverage under COBRA.
<b>Basic Life and Basic AD&amp;D insurance</b>	Coverage stops after 52 weeks, but you can continue your Basic Life or Basic AD&D. You'll receive information in the mail on how to continue your coverage from the Citi Benefits Center.
<b>GUL insurance</b>	Coverage will continue at the active group rate for 52 weeks, including the 13-week period of STD, as long as you pay the active employee contributions. After that, you may continue GUL insurance by paying MetLife directly. MetLife will bill you at the active employee rate for a length of time based on your years of service as shown in the table above (the same time period that you pay active employee rates for medical coverage). Afterwards, MetLife will bill you at a higher rate than the Citigroup rate. The rate will become effective the month following the termination of your active rate. MetLife will send you information regarding the continuation of these coverages if you are no longer eligible.
<b>Supplemental AD&amp;D insurance</b>	Your Supplemental AD&D coverage will continue until the last day of the month in which you have received your 52 <sup>nd</sup> week of disability benefits. You can continue your Supplemental AD&D coverage by paying MetLife directly at the higher, portable rate. For additional information contact MetLife at <b>1 (888) 252-3607</b> .

## Legal and Administrative Information

Plan	Coverage provisions
MetLife Legal Plans	Your MetLife Legal Plans coverage will continue until the last day of the month in which you have received your 52nd week of disability benefits, including the 13-week period of STD. You must pay premiums directly to the Citi Benefits Center in order to continue MetLife Legal Plans coverage while on LTD (up to 39 weeks). After your 52nd week of disability, you have the option to enroll in individual legal coverage with automatic monthly payments made from your bank account. Learn more by visiting <a href="https://www.MetLife.com/individual-legal-plans">MetLife.com/individual-legal-plans</a> or calling MetLife Legal Plans at 1-800-821-6400.

## Coverage if You Take a Leave of Absence

If you are on an approved leave of absence, call the Citi Benefits Center about your rights to continue medical, dental and/or vision coverage.

### *Continuing Coverage During an FMLA Leave*

The Family and Medical Leave Act (FMLA) entitles eligible employees to take leave each year for their own serious illness; the birth or adoption of a child; or to care for a spouse/partner, child or parent who has a serious health condition.

If you are eligible for FMLA, you may take up to a total of 13 weeks of leave each year, except where the law in Puerto Rico mandates differently.

If you take an unpaid leave of absence that qualifies under FMLA, you may continue medical, dental and vision coverage for yourself and your dependents as long as you continue to contribute your share of the cost of coverage during the leave. You will be billed directly.

If you lose any coverage during an FMLA leave because you did not make the required contributions, you may re-enroll when you return from your leave. Your coverage will start again on the first day after you return to work and pay the required contributions.

If you do not return to work at the end of your FMLA leave, you will be entitled to enroll in COBRA to continue your medical, dental and vision coverage.

If your employment is terminated while you are on an FMLA leave, you also may be eligible to continue your coverage under COBRA.

### *Continuing Coverage During a Military Leave of Absence — Citi Policy*

The Citigroup Paid Military Leave of Absence Policy is updated from time to time. For the latest copy of the policy, visit **[www.citigroup.net](https://www.citigroup.net)** (intranet only). From the home page, use the search function and enter “military leave.” Then click on the most current policy.

If you take a military leave of absence — whether for active duty or for training — you are entitled to continue your medical, dental or vision coverage at active employee rates for the length of your leave. Employee contributions will be deducted automatically from your pay.

The start of a military leave is considered a qualified change in status. As a result, you may stop coverage under any of the health and welfare benefit plans in which you are enrolled or, if you have not previously done so, you may enroll in certain coverage.

You must contact the Citi Benefits Center to enroll in or stop coverage. If you do not contact the Citi Benefits Center, your benefit elections will continue in effect for the remainder of the year in which you are on a military leave with the exception of STD, LTD and Business Travel Accident/Medical insurance, which are suspended automatically when your leave begins.

You can participate in any Annual Enrollment periods that occur while you are on a military leave. If you are unable to make elections during Annual Enrollment, your elections will continue in effect until you return from your leave when you can make new elections for all health and welfare benefit Plans. If you elect to discontinue coverage while on a leave, you will have the right to re-enroll when you return to work.

### *Continuing Coverage During Military Leave — Federal Policy Applicable if No Citi Policy*

In the event Citi's Military Leave of Absence policy expires or otherwise ceases to remain in effect, you are still entitled to continue coverage for yourself and your eligible dependents under the Citigroup Health Benefit Plan, the Dental Benefit Plan and the Vision Benefit Plan for the length of your leave up to 24 months in accordance with the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA), as long as you give Citi notice of your leave as soon as practical (advance notice, if possible). Your contributions would be made on an after-tax basis.

If the entire length of the leave is 30 days or less, you will not be required to pay any more than the portion you paid before the leave. If the entire length of the leave is 31 days or longer, you may be required to pay up to 102% of the entire amount (including both employer and employee contributions) necessary to cover an employee who does not go on a military leave. Your other benefits will be terminated at the beginning of your military leave.

If you take a military leave, but your coverage under the plan is terminated, for instance, because you do not elect the extended coverage, you will be treated as if you had not taken a military leave upon re-employment when the Plan Administrator determines whether an exclusion or waiting period applies once you are reinstated to the plan. The Plan Administrator may take other steps to administer the Plans in accordance with USERRA and Department of Labor regulations.

If you are on a military leave for fewer than 24 months and you do not return to work at the end of your leave, you may be entitled to purchase COBRA continuation coverage. Your eligibility for COBRA will begin on the date your leave ends. Call the Citi Benefits Center or contact your HR representative for more information about a military leave. For the Citi Benefits Center, call ConnectOne at **1 (800) 881-3938**. From the "benefits" menu, choose the "health and insurance benefits" option.

## Important Notice from Citigroup about Your Prescription Drug Coverage and Medicare

Citigroup has determined that prescription drug coverage provided through the Medical Plan is "creditable" under Medicare.

### Creditable Coverage Disclosure Notice

For employees and former employees enrolled in Citigroup medical plans.

This notice, required by Medicare to be delivered to Medicare-eligible individuals,<sup>2</sup> contains information about your current prescription drug coverage with Citigroup and prescription drug coverage available since January 1, 2006, to people with Medicare.

**Keep this notice.** If you enroll in Medicare prescription drug coverage, you may be asked to present this notice to prove that you had "creditable coverage" and, therefore, are not required to pay a higher premium than the premiums generally charged by the Medicare Part D prescription drug plans.

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<sup>2</sup> Citigroup is required by law to distribute this notice to both current employees and former employees who are enrolled in Citigroup coverage and who may be Medicare eligible. Generally, you become eligible for Medicare at age 65 or as a result of a disability.

## Legal and Administrative Information

You may receive this notice at other times in the future (for example, before the next period in which you can enroll in Medicare prescription drug coverage and/or if your Citi prescription drug coverage changes such that the coverage ceases to be “creditable coverage”). You may request another copy of this notice by calling the Citi Benefits Center through ConnectOne at **1 (800) 881-3938**.

### Prescription Drug Coverage and Medicare

Prescription drug coverage through Medicare prescription drug plans is available to everyone with Medicare. This coverage is offered by private health insurance companies, not directly by the federal government. *All Medicare prescription drug plans provide at least a “standard” level of coverage set by Medicare.* Some plans also might offer more coverage for a higher monthly premium.

### ‘Creditable Coverage’

You have prescription drug coverage through your Citi medical plan. Citi has determined that your Citi prescription drug coverage is “creditable coverage” because, on average for all plan participants, Citi prescription drug coverage is expected to pay at least as much as the standard Medicare prescription drug coverage will pay. Because your existing coverage is, on average, at least as good as standard Medicare prescription drug coverage, you can keep this coverage and not pay extra if you later decide to enroll in Medicare coverage.

### Understanding the Basics

It is up to you to decide which prescription drug coverage option makes the most financial sense for you and your family, given your personal situation. If you are considering the option of joining a Medicare prescription drug plan available in your area, you need to carefully evaluate what that plan has to offer versus the coverage you have through your Citi medical plan. Before you decide to join a Medicare prescription drug plan, be sure you understand the implications of doing so:

- You have prescription drug coverage under your current Citi medical plan. Your prescription drug coverage under your Citi medical plan is considered primary to Medicare. This means that your Citi plan pays benefits first. Although you can choose to join a Medicare prescription drug plan in addition to your enrollment in a Citi medical plan, you should consider how Citi prescription drug coverage would affect the benefits you receive under the Medicare prescription drug plan.
- If you decide to enroll in a Medicare prescription drug plan and you are an active employee or family member of an active employee, you may also continue your employer coverage. In this case, Citi prescription drug coverage will continue to pay primary as it had before you enrolled in a Medicare prescription drug plan.
- If you waive or drop your Citi prescription drug coverage and enroll in a Medicare prescription drug plan, Medicare will be your only payer. You can re-enroll in the employer plan at annual enrollment or if you have a special enrollment event for the Citi medical plan, assuming you remain eligible. You should compare your current coverage carefully — including which drugs are covered — to the coverage and cost of the plans offering Medicare prescription drug coverage in your area.
- Your existing Citi coverage is, on average, *at least as good* as standard Medicare prescription drug coverage in 2025 (this is your “creditable coverage”). As a result, you can keep your current Citi coverage and *not* pay extra if you decide you want to join a Medicare prescription drug plan. People can enroll in a Medicare prescription drug plan when they first become eligible for Medicare. In addition, people with Medicare have the opportunity to enroll in a Medicare prescription drug plan during an Annual Enrollment period from October 15 through December 7 for coverage effective the first day of the following year.

- If you drop or lose your coverage with Citi and do not immediately enroll in a Medicare prescription drug plan after your current coverage ends, you may pay more to enroll in a Medicare prescription drug plan later. If you lose your prescription drug coverage under the Citigroup Prescription Drug Program through no fault of your own, you will be eligible for a 60-day Special Enrollment Period (SEP) to enroll in a Medicare prescription drug plan.

In addition, if you lose or decide to terminate your coverage under the Citigroup Prescription Drug Program, you will be eligible to enroll in a Medicare prescription drug plan at that time under the SEP as well. If you go 63 days or longer without prescription drug coverage that is at least as good as Medicare's prescription drug coverage, your monthly premium will increase at least 1% for every month that you did not have that coverage.

For example, if you go 19 months without coverage, your premium will always be at least 19% higher than what most other people who enroll promptly pay for the same coverage. You must pay this higher premium percentage for as long as you have Medicare coverage. In addition, you may have to wait until the next Annual Enrollment period to enroll.

### *For More Information about Medicare*

More detailed information about Medicare plans that offer prescription drug coverage is in the "Medicare & You" handbook. Access the handbook by going to [www.medicare.gov/medicare-and-you](http://www.medicare.gov/medicare-and-you). You may also be contacted directly by Medicare prescription drug plans. For more information about Medicare prescription drug coverage:

- Visit **[www.medicare.gov](http://www.medicare.gov)**.
- Call your State Health Insurance Assistance Program (see your copy of the "Medicare & You" handbook for the telephone number).
- Call **1 (800) MEDICARE** or **(1 (800) 633-4227)**; TDD users, call **1 (877) 486-2048**.

### *Do You Qualify for "Extra Help" from Medicare Based on Your Income and Resources?*

You can obtain Medicare's income level and asset guidelines by calling **1 (800) MEDICARE** or **(1 (800) 633-4227)**. If you qualify for assistance, visit the Social Security website at **[www.socialsecurity.gov](http://www.socialsecurity.gov)** or call **1 (800) 772-1213** to request an application for extra help.

### *For More Information about This Notice*

Call the Citi Benefits Center through ConnectOne at **1 (800) 881-3938**. From the ConnectOne "benefits" menu, choose the "health and insurance benefits" option and speak to a Citi Benefits Center representative. You can speak with a representative from 9 a.m. to 8 p.m. ET, Monday through Friday, excluding holidays.

**From outside the United States or Puerto Rico:** Call the Human Resources Shared Services (HRSS) North America Service Center at **1 (469) 220-9600**. Press 1 when prompted. From the ConnectOnce "benefits" menu, choose the "health and insurance benefits" option to speak to a Citi Benefits Center representative.

**TDD users** can call the Telecommunications Relay Service at **1 (866) 280-2050**. Then call ConnectOne at **1 (800) 881-3938** as instructed above.

**Note:** You will receive this notice each year, before the next period in which you can join a Medicare prescription drug plan, and if the coverage through Citi changes. You may also request a copy through the Citi Benefits Center. To call the Citi Benefits Center, see the instructions immediately above.

### Your HIPAA Rights

The Health Insurance Portability and Accountability Act of 1996, as amended (HIPAA) is a federal law enacted to provide improved portability and continuity of health insurance coverage for dependents.

#### Your Special Enrollment Rights

If you decline to enroll in Citi medical coverage for yourself and/or your eligible dependents, including your legal spouse, because you and/or your family members have other health coverage, you may in the future be able to enroll yourself or your dependents in certain Citi coverage without waiting for the next annual enrollment period, provided that you request enrollment within 31 days of the date your coverage ends because you or a family member loses eligibility under another plan or because COBRA coverage has ended.

In addition, if you have a new dependent as a result of a marriage or the birth, adoption or placement for adoption of a child, you may also be able to enroll yourself and your eligible dependents, provided that you call the Citi Benefits Center through ConnectOne at **1 (800) 881-3938** within 31 days after the marriage, birth or adoption.

Citi will also allow a special enrollment opportunity if you or your eligible dependents either:

- Lose Medicaid and/or Children's Health Insurance Program coverage because you are no longer eligible, or
- Become eligible for a state's premium assistance program under Medicaid.

For these enrollment opportunities, you will have 60 days — instead of 31 — from the date of the Medicaid eligible change to request enrollment in the Citi Medical plan. Note that this 60-day extension doesn't apply to enrollment opportunities other than due to the Medicaid eligible change.

If you miss the 31-day deadline, you must wait until the next annual enrollment period — or until you have another qualified status change or special enrollment right — to enroll. See "Qualified Changes in Status" on page 18 for more information.

**Note:** If your dependent becomes eligible for a special enrollment right, you may add the dependent to your current coverage or change to another medical plan.

*To meet plan requirements, Citi reserves the right at any time to request written documentation of any dependent's eligibility for plan benefits and/or the effective date of the qualified change in status.*

#### Your Right to Privacy and Information Security

HIPAA requires employer health plans to maintain the privacy and security of your health information. HIPAA also requires the Citigroup Health Benefit Plan, Citigroup Dental Benefit Plan, Citigroup Vision Benefit Plan and the Be Well Program (collectively, the Plans, individually the "Plan") to provide you with a notice of the Plans' legal duties and privacy practices with respect to your health information. The notice will describe how the Plans may use or disclose your health information and under what circumstances they may share your health information without your authorization (generally, to carry out treatment, payment or health care operations). In addition, the notice will describe your rights with respect to your health information. You can obtain a copy of the notice by contacting the Citi Benefits Center through ConnectOne at **1 (800) 881-3938**. From the "benefits" menu, choose the "health and insurance benefits" option. For TDD and international assistance, please see the "For More Information" section.

Citigroup (the "Plan Sponsor") shall use and disclose individually identifiable health information ("protected health information") as defined in 45 C.F.R. Parts 160 and 164, and specifically 45 C.F.R. sec. 164.504(f) (the "HIPAA Privacy Rule"), only to perform administrative functions on behalf of the Plans. The Plan Sponsor shall not use or disclose such information for any purpose other than as permitted to administer the Plans or as permitted by applicable law.

The Plans shall disclose protected health information to the Plan Sponsor only upon receipt of a certification by the Plan Sponsor that the Plan Documents have been amended to incorporate the provisions herein. The Plan Sponsor shall ensure that any agents, including subcontractors, to whom it provides protected health information received from any of these Plans, agree to the same restrictions and conditions that apply to the Plan Sponsor with respect to such information. The Plan





Sponsor shall not use or disclose protected health information for employment-related actions and decisions or in connection with any other benefit or employee benefit Plan of the Plan Sponsor. The Plan Sponsor shall report to the Plans any use or disclosure of protected health information that is inconsistent with the uses or disclosures provided for herein of which it becomes aware. The Plans shall make available protected health information ("PHI") for purposes of providing access to individuals' PHI in accordance with 45 C.F.R. sec. 164.524. The Plans shall make available PHI to these Plans for purposes of amending the Plans and shall incorporate any amendments to protected health information in accordance with 45 C.F.R. sec. 164.526. The Plans shall make available PHI and any disclosures as required to provide an accounting of disclosures in accordance with 45 C.F.R. sec. 164.528.

The Plan Sponsor shall make its internal practices, books and records relating to the use and disclosure of PHI received from the Plans available to the Secretary of the U.S. Department of Health and Human Services for purposes of determining compliance by the Plans with the HIPAA Privacy Rules; the Plan Sponsor shall notify the Plans of any such request by the Secretary prior to making such practices, books and records available. The Plan Sponsor shall, if feasible, return or destroy all PHI received from the Plans that the Plan Sponsor maintains in any form and retain no copies of such information when no longer needed for the purposes for which the disclosures were made, except that, if such return or destruction is not feasible, the Plan Sponsor shall limit further uses and disclosures to those purposes that make the return or destruction of the information infeasible.

The Plan Sponsor shall ensure that only its employees or other persons within the Plan Sponsor's control that participate in administering the Plans shall be given access to protected health information to be disclosed, including those employees or persons who receive protected health information relating to Payment, Health Care Operations (as defined in the HIPAA Privacy Rules) of, or other matters pertaining to the Plans in the ordinary course of the Plan Sponsor's business and perform Plan administration functions. The Plan Sponsor agrees to demonstrate to the satisfaction of the Plans that it has put in place effective procedures to address any issues of noncompliance with the privacy rules described in this section by its employees or other persons within its control.

In addition, the Plan Sponsor shall implement administrative, physical and technical safeguards that reasonably and appropriately protect the confidentiality, integrity and availability of any Electronic PHI (as defined in the applicable HIPAA regulations) that it creates, receives, maintains or transmits on behalf of the Plans. The Plan Sponsor will also support the "firewall" described in the preceding paragraph with reasonable and appropriate security measures. The Plan Sponsor shall ensure that any agents or subcontractors to whom the Plan Sponsor supplies Electronic PHI agree to implement reasonable and appropriate security measures to protect such information. The Plan Sponsor shall report any Security Incident (as defined in the applicable HIPAA regulations) of which it becomes aware to the applicable plan.

## Notice of HIPAA Privacy Practices

This Notice of HIPAA Privacy Practices describes how the Citigroup Health Benefit Plan, Citigroup Dental Benefit Plan and Citigroup Be Well Program (collectively referred to in this section as an "Organized Health Care Arrangement" or "Component Plans" and each individually referred to in this section as a "Component Plan") may use and disclose your protected health information.

This notice also sets out Component Plans' legal obligations concerning your protected health information and describes your rights to access and control your protected health information. All Component Plans have agreed to abide by the terms of this notice. This notice has been drafted in accordance with the HIPAA Privacy Rule, contained in the Code of Federal Regulations at 45 CFR Parts 160 and 164, as amended by Title XIII, Subtitle D of the American Recovery and Reinvestment Act of 2009 (ARRA; P.L. 111-5) and regulations promulgated thereunder. Terms that are not defined in this notice have the same meaning as they have in the HIPAA Privacy Rule, as amended by ARRA and its related regulations.

### *For Answers to Your Questions and for Additional Information*

If you have any questions or want additional information about this notice, call the Citi Benefits Center through ConnectOne at **1 (800) 881-3938**. From the "benefits" menu, choose the "health and insurance benefits" option. To exercise any of the rights



## Legal and Administrative Information

described in this notice, contact the third-party administrator for the relevant Component Plan as instructed under “Contact Information” on page 108.

### *Component Plans’ Responsibilities*

Each Component Plan is required by law to maintain the privacy of your protected health information. If you participate in an insured plan option, you will receive a notice directly from the insurer. Different policies may apply to other Citi programs or to data unrelated to the Component Plans. The HIPAA Privacy Rule defines “protected health information” to include any individually identifiable health information (1) that is created or received by a health care provider, health plan, employer or health care clearinghouse; (2) that relates to the past, present or future physical or mental health or condition of such individual; the provision of health care to such individual; or payment for such provision of health care; and (3) that is in the possession or control of an entity covered by the HIPAA Privacy Rule (called “covered entities”), including a group health plan. Component Plans are required to limit the use, disclosure or request for protected health information to the extent practicable to either limited data sets or, if needed, the minimum necessary to accomplish the intended purpose of the use, disclosure or request.

Component Plans are obligated to provide to you a copy of this notice setting forth their legal duties and privacy practices regarding your protected health information. Component Plans must abide by the terms of this notice. The Component Plans agree not to use or disclose your health information other than as permitted or required by the Component Plan documents or by law. Employees, such as benefits, payroll, and/or finance staff are the only employees who will have access to your health information for plan administration functions.

### *Uses and Disclosures of Protected Health Information*

The following describes when any Component Plan is permitted or required to use or disclose your protected health information. This list is mandated by the HIPAA Privacy Rule.

**Payment and health care operations:** Each Component Plan has the right to use and disclose your protected health information for all activities included within the definitions of “payment” and “health care operations” as defined in the HIPAA Privacy Rule, as amended by ARRA.

**Payment:** Component Plans will use or disclose your protected health information to fulfill their responsibilities for coverage and provide benefits as established under their governing documents. For example, Component Plans may disclose your protected health information when a provider requests information about your eligibility for benefits under a Component Plan, or it may use your information to determine if a treatment that you received was medically necessary.

**Health care operations:** Component Plans will use or disclose your protected health information to fulfill Component Plans’ business functions. These functions include but are not limited to quality assessment and improvement, provider performance reviews, licensing, business planning and business development. For example, a Component Plan may use or disclose your protected health information (1) to provide information to you about a disease management program; (2) to respond to a customer service inquiry from you; (3) in connection with fraud and abuse detection and compliance programs; or (4) to survey you concerning how effectively such Component Plan is providing services, among other issues.

**Business associates:** Each Component Plan may enter into contracts with service providers — called business associates — to perform various functions on its behalf. For example, Component Plans may contract with a service provider to perform the administrative functions necessary to pay your medical claims. To perform these functions or to provide the services, business associates will receive, create, maintain, use or disclose protected health information but only after such a Component Plan and the business associate agree in writing to contract terms requiring the business associate to appropriately safeguard your information.

**Organized health care arrangement:** Component Plans may share your protected health information with each other to carry out payment and health care activities.

**Other covered entities:** Component Plans may use or disclose your protected health information to assist health care providers in connection with their treatment or payment activities or to assist other covered entities in connection with certain health care operations. For example, Component Plans may disclose your protected health information to a health care provider when needed by the provider to render treatment to you. Component Plans may disclose protected health information to another covered entity to conduct health care operations in the areas of quality assurance and improvement activities or accreditation, certification, licensing or credentialing.

Component Plans may also disclose or share your protected health information with other health care programs or insurance carriers (including, for example, Medicare or a private insurance carrier) to coordinate benefits if you or your family members have other health insurance or coverage.

**Required by law:** Component Plans may use or disclose your protected health information to the extent required by federal, state or local law.

**Public health activities:** Each Component Plan may use or disclose your protected health information for public health activities permitted or required by law. For example, each Component Plan may use or disclose information for the purpose of preventing or controlling disease, injury or disability, or it may disclose such information to a public health authority authorized to receive reports of child abuse or neglect. Component Plans may also disclose protected health information, if directed by a public health authority, to a foreign government agency collaborating with the public health authority.

**Health oversight activities:** Component Plans may disclose your protected health information to a health oversight agency for activities authorized by law. For example, these oversight activities may include audits; investigations; inspections; licensure or disciplinary actions; or civil, administrative or criminal proceedings or actions. Oversight agencies seeking this information include government agencies that oversee the health care system, government benefit programs, other government regulatory programs and government agencies that ensure compliance with civil rights laws.

**Lawsuits and other legal proceedings:** Component Plans may disclose your protected health information in the course of any judicial or administrative proceeding or in response to an order of a court or administrative tribunal (to the extent such disclosure is expressly authorized in the court order). If certain conditions are met, Component Plans may also disclose your protected health information in response to a subpoena, discovery request or other lawful process.

**Abuse, neglect or domestic violence:** Component Plans may disclose your protected health information to a government authority authorized by law to receive reports of abuse, neglect or domestic violence. Additionally, as required by law, if a Component Plan believes you have been a victim of abuse, neglect or domestic violence, it may disclose your protected health information to a government entity authorized to receive such information, including social services or protective services agencies authorized by law to receive reports (you'll be notified of the Plan's disclosure if informing you won't put you at further risk).

**Law enforcement:** Under certain conditions, Component Plans may also disclose your protected health information to law enforcement officials for law enforcement purposes. These law enforcement purposes include, for example, (1) responses to a court order or similar process; (2) those as necessary to locate or identify a suspect, fugitive, material witness or missing person; or (3) those as relating to the victim of a crime.

**Coroners, medical examiners and funeral directors:** Component Plans may disclose protected health information to a coroner or medical examiner, when necessary, to identify a deceased person or determine a cause of death. Component Plans may also disclose protected health information to funeral directors, as necessary, to enable them to carry out their duties.

**Organ and tissue donation:** Component Plans may disclose protected health information to organizations that handle organ, eye or tissue donation and transplantation after death.

**Research:** Component Plans may disclose your protected health information to researchers when (1) their research has been approved by an institutional review board that has reviewed the research proposal and established protocols to ensure the privacy of your protected health information or (2) the research involves a limited data set that includes no unique identifiers, such as name, address, Social Security number, etc.

## Legal and Administrative Information

**To prevent a serious threat to health or safety:** Consistent with applicable laws, Component Plans may disclose your protected health information if disclosure is necessary to prevent or lessen a serious and imminent threat to the health or safety of a person or the public. Component Plans may also disclose protected health information if it is necessary for law enforcement authorities to identify or apprehend an individual.

**Military:** Under certain conditions, Component Plans may disclose your protected health information if you are, or were, Armed Forces personnel for activities deemed necessary by appropriate military command authorities. If you are a member of a foreign military service, Component Plans may disclose, in certain circumstances, your information to the foreign military authority.

**National security and protective services:** Component Plans may disclose your protected health information to authorized federal officials for conducting national security and intelligence activities and for the protection of the President, other authorized persons, or heads of state.

**Inmates:** If you are an inmate of a correctional institution or under the custody of a law enforcement official, Component Plans may disclose your protected health information to the correctional institution or to a law enforcement official for (1) the institution to provide health care to you; (2) your health and safety and the health and safety of others; or (3) the safety and security of the correctional institution.

**HHS investigations:** Disclosures of your health information to the Department of Health and Human Services to investigate or determine the Component Plan's compliance with the HIPAA privacy rule.

**Workers' Compensation:** Component Plans may disclose your protected health information to comply with Workers' Compensation laws and other similar programs that provide benefits for work-related injuries or illnesses.

**Disclosures to the plan sponsor:** Component Plans (or their respective health insurance issuers or HMOs) may disclose your protected health information to Citi and its employees and representatives in the capacity of the sponsor of the Component Plans.

**Others involved in your health care:** Component Plans may disclose your protected health information to a friend or family member involved in your health care, unless you object or request a restriction (in accordance with the process described under "Right to request a restriction" in "Your Rights" on page 106. Component Plans may also disclose your information to an entity assisting in a disaster relief effort so that your family can be notified about your condition, status and location. If you are not present or able to agree to these disclosures of your protected health information, then, using professional judgment, Component Plans may determine whether the disclosure is in your best interest.

**Disclosures to the Secretary of the U.S. Department of Health and Human Services:** Each Component Plan is required to disclose your protected health information to the Secretary of the U.S. Department of Health and Human Services when the Secretary is investigating or determining a Component Plan's compliance with the HIPAA Privacy Rule.

**Disclosures to you:** Each Component Plan is required to disclose to you or to your personal representative most of your protected health information when you request access to this information. Component Plans will disclose your protected health information to an individual who has been designated by you as your personal representative and who is qualified for such designation in accordance with relevant law.

Prior to such a disclosure, however, each Component Plan must be given written documentation that supports and establishes the basis for the personal representation. A Component Plan may elect not to treat the person as your personal representative if it has a reasonable belief that you have been, or may be, subjected to domestic violence, abuse or neglect by such person; if treating such person as your personal representative could endanger you; or if such Component Plan determines, in the exercise of its professional judgment, that it is not in your best interest to treat the person as your personal representative.

### *Other Uses and Disclosures of Your Protected Health Information*

Other uses and disclosures of your protected health information that are not described above will be made only with your written authorization as provided to each Component Plan. If you provide such authorization to a Component Plan, you may revoke the authorization in writing, and such revocation will be effective for future uses and disclosures of protected health

information upon receipt. However, the revocation will not be effective for information that such Component Plan has used or disclosed in reliance on the authorization.

## Contacting You

Each Component Plan (or its health insurance issuers, HMOs or third-party administrators) may contact you about treatment alternatives or other health benefits or services that might be of interest to you, as permitted as part of health care operations, as defined in the HIPAA Privacy Rule.

As required by law, in the event of an unauthorized disclosure, use or access of your unsecured protected health information, you will receive written notification.

## Your Rights

The following is a description of your rights regarding your protected health information. If you wish to exercise any of these rights, you must contact the third-party administrator of the Component Plan that you wish to have comply with your request, using the contact information in "Contact Information" on page 108.

**Right to request a restriction:** You have the right to request a restriction on the protected health information that a Component Plan uses or discloses about you for payment or health care operations. You also have a right to request a limit on disclosures of your protected health information to family members or friends involved in your care or the payment for your care. You may request such a restriction using the contact information as instructed under "Contact Information" on page 108.

A Component Plan is not required to agree to any restriction that you request. If a Component Plan agrees to the restriction, it can stop complying with the restriction upon providing notice to you. Your request must include the protected health information you wish to limit; whether you want to limit such Component Plan's use, disclosure or both; and (if applicable) to whom you want the limitations to apply (for example, disclosures to your spouse).

A health care provider must comply with your request that protected health information regarding a specific health care item or service not be disclosed to the Component Plan for purposes of payment and health care operations if you have paid for the item or service in full out of pocket.

**Right to request confidential communications:** If you believe that a disclosure of all or part of your protected health information may endanger you, you may request that a Component Plan communicate with you in an alternative manner or at an alternative location. For example, you may ask that all communications be sent to your work address. You may request confidential communications using the contact information in "Contact Information" on page 108.

Your request must specify the alternative means or location for communicating with you. It also must state that the disclosure of all or part of the protected health information in a manner inconsistent with your instructions would put you in danger. A Component Plan will accommodate a request for confidential communications that is reasonable and states that the disclosure of all or part of your protected health information could endanger you.

**Right to request access:** You have the right to inspect and copy protected health information that may be used to make decisions about your benefits. You must submit your request in writing. If you request copies, the relevant Component Plan may charge you for photocopying your protected health information, and, if you request that copies be mailed to you, for postage. The third-party administrators of the Component Plans have indicated that they do not currently intend to charge for this service, although they reserve the right to do so.

You may request an electronic copy of your protected health information if it is maintained in an electronic health record. In addition, you may request a copy of all electronic protected health information maintained in a designated record set in the electronic form and format (i.e., web portal, email, or on portable electronic media, etc.) in which you and the Component Plan can reach an agreement that such information will be provided. You may also request that such electronic protected health information be sent to another entity or person. A charge that is assessed, if any, must be reasonable and based on the Component Plan's cost.

## Legal and Administrative Information

**Note:** Under federal law, you may not inspect or copy the following records: psychotherapy notes; information compiled in reasonable anticipation of, or use in, a civil, criminal or administrative action or proceeding; and protected health information subject to any law that prohibits access to protected health information. Depending on the circumstances, a decision to deny access may be reviewable. In some, but not all, circumstances, you may have a right to have this decision reviewed.

**Right to request an amendment:** You have the right to request an amendment of your protected health information held by a Component Plan if you believe that information is incorrect or incomplete. If you request an amendment of your protected health information, your request must be submitted in writing, using the contact information in “Contact Information” on page 108, and must set forth a reason or reasons to support the proposed amendment. In certain cases, a Component Plan may deny your request for an amendment.

For example, a Component Plan may deny your request if the information you want to amend is accurate and complete or was not created by such Component Plan. If a Component Plan denies your request, you have the right to file a statement of disagreement. Your statement of disagreement will be linked with the disputed information, and all future disclosures of the disputed information by such Component Plan will include your statement.

**Right to request an accounting:** You have the right to request an accounting of certain disclosures Component Plans have made of your protected health information. You may request an accounting using the contact information in “Contact Information” on page 108.

You can request an accounting of disclosures made up to six years prior to the date of your request. Component Plans are not required to account for disclosures made prior to April 14, 2003.

You do not have a right to receive an accounting of any disclosures made in certain circumstances, including for example:

- For treatment, payment, or health care operations
- To you about your own health information
- Incidental to other permitted or required disclosures
- Where authorization was provided
- To family members or friends involved in your care (where disclosure is permitted without authorization)
- For national security or intelligence purposes or to correctional institutions or law enforcement officials in certain circumstances
- As part of a “limited data set” (health information that excludes certain identifying information)

In addition, your right to an accounting of disclosures to a health oversight agency or law enforcement official may be suspended at the request of the agency or official.

If you want to exercise this right, your request to each Component Plan must be in writing. Within 60 days of the request, the Component Plan will provide you with the list of disclosures or a written statement that the time period for providing this list will be extended for no more than 30 more days, along with the reasons for the delay and the date by which the Component Plan expects to address your request.

You are entitled to one accounting, free of charge, from each Component Plan during a 12-month period. There may be a charge to cover a Component Plan’s costs for any additional requests within that 12-month period. Component Plans will notify you of the cost involved, and you may choose to withdraw or modify your request before any costs are incurred.

**Right to a paper copy of this notice:** You have the right to receive a paper copy of this notice, even if you have agreed to accept this notice electronically. To obtain such a copy, call the Citi Benefits Center. See “Contact Information” on page 108.

Notwithstanding the permitted disclosures noted above, all participants’ PHI is deemed confidential and shall be protected to the fullest extent possible under applicable law. Such disclosure, beyond permitted payment and health care operations, shall



not be authorized unless the specific request strictly complies with HIPAA requirements (i.e., court order, subpoena, etc.) with respect to the requested information, and is subject to review by the plan administrator.

### Complaints

If you believe a Component Plan has violated your privacy rights or is not fulfilling its obligation under the breach notice rules, you may complain to such Component Plan or to the Secretary of the U.S. Department of Health and Human Services. You may file a complaint with such Component Plan using the contact information under “Contact Information” on page 108. Component Plans will not penalize you for filing a complaint.

### Changes to This Notice

Component Plans reserve the right to change the provisions of this notice and to make the new provisions effective for all protected health information that they maintain. If a Component Plan makes a material change to this notice, it will provide a revised notice to you at the address that it has on record for the participant enrolled with such Component Plan (or, if you agreed to receive revised notices electronically, at the email address you provided to such Component Plan).

### Effective Date

This Notice of HIPAA Privacy Practices became effective April 14, 2003 and was reviewed, but not revised on August 20, 2024.

### Contact Information

For more information about any of the rights in this notice, or to file a complaint, contact:

Citi Privacy Officer  
c/o Global Benefits Department  
388 Greenwich Street, 15<sup>th</sup> Floor, New York, NY 10013

To exercise any of the rights described in this notice, contact the third-party administrators for the Component Plans as follows:

If You Are Enrolled in Any of These Plans:	Call:
<b>Citigroup Health Benefit Plan</b> <b>Citigroup Dental Benefit Plan</b> <b>Citigroup Be Well Program</b>	<p>The Citi Benefits Center through ConnectOne at <b>1 (800) 881-3938</b>. From the ConnectOne “benefits” menu, choose the “health and insurance benefits” option to speak to a Citi Benefits Center representative. You can speak with a representative from 9 a.m. to 6 p.m. ET Monday through Friday, excluding holidays.</p> <p><b>From outside the United States and Puerto Rico:</b> Call Human Resources Shared Services (HRSS) at <b>1 (469) 220-9600</b>. Press 1 when prompted. From the ConnectOne “benefits” menu, choose the “health and insurance benefits” option to speak to a Citi Benefits Center representative.</p> <p><b>TDD users:</b> Call the Telecommunications Relay Service at <b>1 (866) 280-2050</b>. Then call ConnectOne as instructed above.</p>

## Section 1557 of the Affordable Care Act Notice on Non-Discrimination and Accessibility:

**Discrimination is Against the Law**



## Legal and Administrative Information

Citigroup Inc. complies with applicable Federal civil rights laws and does not discriminate on the basis of race, color, national origin, age, disability, or sex. Citigroup Inc. does not exclude people or treat them less favorably because of race, color, national origin, age, disability, or sex.

Citigroup Inc.:

Provides people with disabilities reasonable modifications and free appropriate auxiliary aids and services to communicate effectively with us, such as:

- Qualified sign language interpreters
- Written information in other formats (large print, audio, accessible electronic formats, other formats).
- Provides free language assistance services to people whose primary language is not English, which may include:
- Qualified interpreters
- Information written in other languages.

If you need reasonable modifications, appropriate auxiliary aids and services, or language assistance services, contact Citi Global Benefits Department through the Citi Benefits Center via ConnectOne at 1 (800) 881-3938 (or call the Telecommunications Relay Service at 711 and then call ConnectOne).

If you believe that Citigroup Inc. has failed to provide these services or discriminated in another way on the basis of race, color, national origin, age, disability, or sex, you can file a grievance with:

Citigroup Inc.  
Citi Global Benefits Department  
388 Greenwich Street 15th Floor  
New York, NY 10013

Phone: Contact Citi Benefits Center via ConnectOne at 1 (800) 881-3938, TTY:711.

You can file a grievance with the Citi Global Benefits Department in person or by mail (as described below under "Grievance Procedure"). If you need help filing a grievance, Citi Global Benefits Department is available to help you.

You can also file a civil rights complaint with the U.S. Department of Health and Human Services, Office for Civil Rights, electronically through the Office for Civil Rights Complaint Portal, which is available at <https://ocrportal.hhs.gov/ocr/portal/lobby.jsf>, or by mail or phone at:

U.S. Department of Health and Human Services  
200 Independence Avenue, SW  
Room 509F, HHH Building  
Washington, D.C. 20201  
1-800-368-1019, 800-537-7697 (TDD)

Complaint forms are available at <http://www.hhs.gov/ocr/office/file/index.html>.

This notice is also available at Citigroup Inc.'s website at <https://citibenefits.com/Forms-and-Documents>

### *Grievance Procedure*

It is the policy of Citigroup not to discriminate on the basis of race, color, national origin, age, disability or sex. Citigroup has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by Section 1557 of the Affordable Care Act ("Section 1557") and its implementing regulations, issued by the U.S. Department of Health and Human Services. Section 1557 prohibits discrimination on the basis of race, color, national origin,



age, disability, or sex in certain health programs and activities. Section 1557 and its implementing regulations may be requested from the Citi Global Benefits Department, 388 Greenwich Street, 15<sup>th</sup> Floor, New York, NY 10013.

Any person who believes someone has been subjected to discrimination on the basis of race, color, national origin, age, disability or sex may file a grievance under this procedure. It is against the law for Citigroup to retaliate against anyone who opposes discrimination, files a grievance, or participates in the investigation of a grievance.

- Grievances must be submitted to the Citi Global Benefits Department (the Section 1557 Coordinator) within 60 days of the date the person filing the grievance becomes aware of the alleged discriminatory action.
- A complaint must be in writing, containing the name and address of the person filing it. The complaint must state the problem or action alleged to be discriminatory and the remedy or relief sought.
- The Citi Global Benefits Department (or its designee) shall conduct an investigation of the complaint. This investigation may be informal, but it will be thorough, affording all interested persons an opportunity to submit evidence relevant to the complaint. The Citi Global Benefits Department will maintain the files and records of Citigroup relating to such grievances. To the extent possible, and in accordance with applicable law, the Citi Global Benefits Department will take appropriate steps to preserve the confidentiality of files and records relating to grievances and will share them only with those who have a need to know.
- The Citi Global Benefits Department will issue a written decision on the grievance, based on a preponderance of the evidence, no later than 30 days after its filing, including a notice to the complainant of their right to pursue further administrative or legal remedies.
- The person filing the grievance may appeal the decision of the Citi Global Benefits Department by writing to the Citi Global Benefits Department (Section 1557 Administrator) within 15 days of receiving the decision. The Section 1557 Administrator shall issue a written decision in response to the appeal no later than 30 days after its filing.

Citigroup will make appropriate arrangements to ensure that individuals with disabilities and individuals with limited English proficiency are provided auxiliary aids and services or language assistance services, respectively, if needed to participate in this grievance process. Such arrangements may include, but are not limited to, providing qualified interpreters, providing taped cassettes of material for individuals with low vision, or assuring a barrier-free location for the proceedings.

The availability and use of this Grievance Procedure do not prevent a person from pursuing other legal or administrative remedies, including filing a complaint of discrimination on the basis of race, color, national origin, age, disability or sex in court or with the U.S. Department of Health and Human Services, Office for Civil Rights.

### *Assistive Technology*

Arrangements for auxiliary aids and services or language assistance services can be made if needed to fully access this information. For assistance, please call the Citi Benefits Center via ConnectOne at **1 (800) 881-3938** (or call the Telecommunications Relay Service at 711 and then call ConnectOne).

### *Language Assistance*

For language assistance in your language call the number on your medical plan ID Card at no cost. (English)

Para obtener asistencia lingüística en español, llame sin cargo al número que figura en su tarjeta de identificación. (Spanish)

欲取得繁體中文語言協助，請撥打您 ID 卡上所列的號碼，無需付費。(Chinese)

Pour une assistance linguistique en français appeler le numéro indiqué sur votre carte d'identité sans frais. (French)

Para sa tulong sa wika na nasa Tagalog, tawagan ang nakalistang numero sa iyong ID card nang walang bayad. (Tagalog)



## Legal and Administrative Information

Benötigen Sie Hilfe oder Informationen auf Deutsch? Rufen Sie kostenlos die auf Ihrer Versicherungskarte aufgeführte Nummer an. (German)

( Arabic للمساعدة في اللغة العربية)، الرجاء الاتصال على الرقم المجاني المذكور في بطاقتك التعريفية).

Pou jwenn asistans nan lang Kreyòl Ayisyen, rele nimewo a yo endike nan kat idantifikasyon ou gratis. (French Creole)

Per ricevere assistenza linguistica in italiano, può chiamare gratuitamente il numero riportato sulla Sua scheda identificativa. (Italian)

日本語で援助をご希望の方は、IDカードに記載されている番号まで無料でお電話ください。 (Japanese)

한국어로 언어 지원을 받고 싶으시면 보험 ID 카드에 수록된 무료 통화번호로 전화해 주십시오. (Korean)

( Persian برای راهنمایی به زبان فارسی، بدون هیچ هزینه ای با شماره ای که بر روی کارت شناسایی شما آمده است تماس بگیرید. انگلیسی)

Aby uzyskać pomoc w języku polskim, zadzwoń bezpłatnie pod numer podany na karcie ID. (Polish)

Para obter assistência linguística em português ligue para o número grátis listado no seu cartão de identificação. (Portuguese)

Чтобы получить помощь русскоязычного переводчика, позвоните по бесплатному номеру, указанному в вашей ID-карте удостоверения личности. (Russian)

Để được hỗ trợ ngôn ngữ bằng (ngôn ngữ), hãy gọi miễn phí đến số được ghi trên thẻ ID của quý vị. (Vietnamese)

### For More Information

**Online:** Visit Your Benefits Resources(YBR)<sup>™</sup> available through My Total Compensation and Benefits at [www.totalcomponline.com](http://www.totalcomponline.com).

**Phone:** Call the Citi Benefits Center via ConnectOne at 1-800-881-3938, from the “Benefits” menu, select the appropriate option. When prompted, enter your user ID and PIN. If you don't have a ConnectOne PIN, follow the prompts to designate a PIN. Once you designate a PIN, you can use ConnectOne immediately.

Representatives are available from 9 a.m. to 6 p.m. Eastern time on weekdays, excluding holidays. For expatriate staff employees and from outside the United States, Puerto Rico and Canada, if unable to connect through ConnectOne, call 1-469-220-9600. Representatives are available from 10 a.m. to 4 p.m. ET on weekdays.

For text telephone services, call the Telecommunications Relay Services at 711 (employees located in Puerto Rico should call 1-866-280-2050), then call 1-800-881-3938 and follow the instructions to enter ConnectOne above.

## COBRA

A federal law, the Consolidated Omnibus Budget Reconciliation Act of 1985, as amended (COBRA), requires that most employers sponsoring group health plans offer to employees, their spouses and eligible dependents the opportunity for a temporary extension of health coverage (called “continuation coverage”) at group rates in certain instances (called “qualifying events”) where coverage under the plan would otherwise end. The Citi plans that are subject to COBRA are the Citigroup Health Benefit Plan, the Citigroup Dental Benefit Plan and the Citigroup Vision Benefit Plan (collectively the “Health Plans”). Federal law does not require it, but Citi provides coverage similar to COBRA to civil union partners and domestic partners of employees as well.

The following information is intended to inform you of your rights and obligations under the continuation coverage provisions of the law.

You do not have to show that you are insurable to elect continuation coverage. However, continuation coverage under COBRA is provided subject to your eligibility for coverage.



Citi reserves the right to terminate your coverage retroactively if you are determined to be ineligible under the terms of the Health Plans.

You must pay the entire contribution (employee plus employer cost) plus a 2% administration fee for your continuation coverage. A grace period of at least 30 days applies to the payment of the regularly scheduled contribution. The initial payment must be made within 60 days of the day you elect coverage.

Please note you may have options other than the COBRA continuation of health benefits available to you when you lose group health coverage. For example, you may be eligible to buy an individual plan through the Health Insurance Marketplace. By enrolling in coverage through the Marketplace, you may qualify for lower costs on your monthly premiums and lower out-of-pocket costs. The day after your employment terminates and you are ineligible for coverage under the Citi health plan, there is a sixty (60) day special enrollment period during which you can enroll for coverage in the Health Insurance Marketplace. If you are considering enrolling for coverage under the Exchange, be mindful of this enrollment deadline.

### *Who Is Covered Under COBRA*

You have a right to choose this continuation coverage if:

- You are enrolled in the Citigroup Health Benefit Plan, the Citigroup Dental Benefit Plan or the Citigroup Vision Benefit Plan; and
- You lose your group health coverage because of a reduction in your hours of employment or the termination of your employment for reasons other than gross misconduct on your part.

If you terminate employment following a leave of absence qualifying under the Family and Medical Leave Act (FMLA) the qualifying event that will trigger continuation coverage will be deemed to occur on the earlier of (a) the date that you indicate you will not be returning to work following the leave; (b) the date that you do not return to work after the leave; or (c) the last day of the FMLA leave period.

If you are the spouse/partner of an employee and are covered by the Citigroup Health Benefit Plan, the Citigroup Dental Benefit Plan, the Citigroup Vision Benefit Plan and you lose coverage under a Citi-sponsored group health plan for any of the following four reasons on the day before the qualifying event, you are a qualified beneficiary and have the right to elect continuation coverage for yourself:

1. The death of your spouse/partner;
2. The termination of your spouse's/partner's employment (for reasons other than your spouse's/partner's gross misconduct) or a reduction in your spouse's/partner's hours of employment;
3. Divorce or legal separation from your spouse or the termination of your civil union partnership/domestic partnership; or
4. Your spouse's/partner's entitlement to Medicare.

If you are a covered dependent child of an employee who is covered by the Citigroup Health Benefit Plan, the Citigroup Dental Benefit Plan or the Citigroup Vision Benefit Plan on the day before the qualifying event and you lose coverage under a Citi-sponsored group health plan for any of the following five reasons, you are also a qualified beneficiary and have the right to continuation coverage:

1. The death of the employee;
2. The termination of the employee's employment (for reasons other than the employee's gross misconduct) or a reduction in the employee's hours of employment;
3. The employee's divorce or legal separation;
4. The employee's entitlement to Medicare; or
5. You cease to be a "dependent child" under the Citi-sponsored medical, dental or vision plan.

## Legal and Administrative Information

If the covered employee elects continuation coverage and then has a child (either by birth, adoption or placement for adoption) during that period of continuation coverage the new child is also eligible to become a qualified beneficiary.

According to the terms of the employer-sponsored group health plans and the requirements of federal law, these qualified beneficiaries can be added to COBRA coverage upon proper notification to Citi of the birth or adoption.

If the covered employee fails to notify Citi in a timely fashion (according to the terms of the Citi-sponsored group health plans), the covered employee will not be offered the option to elect COBRA coverage for the child. Newly acquired dependents (other than children born to, adopted by or placed for adoption with the employee) will not be considered qualified beneficiaries but may be added to the employee's continuation coverage.

### *Separate Elections*

Each qualified beneficiary has an independent election right for COBRA coverage. For example, if there is a choice among types of coverage, each qualified beneficiary who is eligible for continuation coverage is entitled to make a separate election among the types of coverage. Thus, a spouse or dependent child is entitled to elect continuation coverage even if the covered employee does not make that election. A spouse or dependent child may elect different coverage from that chosen by the employee.

### *Electing COBRA*

To inquire about COBRA coverage, speak to a Citi Benefits Center representative. Call ConnectOne at **1 (800) 881-3938**. From the "benefits" menu, choose the "health and insurance benefits" option and then the "health care including COBRA" option and then speak to a Citi Benefits Center representative.

Several weeks after your COBRA-qualifying event, you automatically will receive COBRA election information from Citi's COBRA administrator. Citi considers the date of the qualifying event as the day your employment terminated or another qualifying event occurred. Under the law, you must elect continuation coverage within 60 days from the date you lost coverage as a result of one of the events described above, or, if later, 60 days after Citi provides notice of your right to elect continuation coverage. An employee or family member who does not choose continuation coverage within the time period described above will lose the right to elect continuation coverage.

If you elect continuation coverage, Citi is required to give you coverage that, as of the time coverage is being provided, is identical to the coverage provided under the Health Plans to similarly situated employees or family members. If the coverage for similarly situated employees or family members is modified, your coverage will be modified, too. "Similarly situated" refers to a current employee or dependent who has not had a qualifying event.

### *Duration of COBRA*

The law requires that you be provided the opportunity to maintain continuation coverage for a minimum of 18 months if you lose group health coverage because of a termination of employment or a reduction in work hours.

COBRA continuation coverage is available for your spouse/partner and eligible dependents for up to 36 months when the qualifying event is the death of the covered employee, divorce or legal separation, the covered employee becoming entitled to Medicare or a dependent child's loss of eligibility as a dependent child.

Additional qualifying events may occur while the continuation coverage is in effect. Examples of such events are the death of the covered employee, divorce, legal separation, the covered employee becoming entitled to Medicare or a dependent child's loss of dependent status after an initial qualifying event, such as loss of employment.



If you lose coverage because of a termination of employment or a reduction in hours, these events can, but do not always, result in an extension of an 18-month continuation period to 36 months for your spouse/partner and dependent children. However, in no event will COBRA coverage last beyond 36 months from the date of the event that originally allowed a qualified beneficiary to elect such coverage. You must notify the Citi Benefits Center if a second qualifying event occurs during your continuation coverage period. Call ConnectOne at **1 (800) 881-3938**. From the “benefits” menu, choose the “health and insurance benefits” option and then the “health care including COBRA” option and then “speak to a Citi Benefits Center Representative.”

When COBRA medical coverage ends, generally you cannot convert your coverage to an individual medical policy.

### *Special Rules for Disability*

The 18 months may be extended to 29 months if the employee or covered family member is determined by the Social Security Administration (SSA) to be disabled at any time during the first 60 days of continuation coverage.

This 11-month extension is available to all family members who are qualified beneficiaries due to termination of employment or reduction in hours of employment, even those who are not disabled. To benefit from the extension, the qualified beneficiary must inform Citi within 60 days of the SSA determination of disability and before the end of the original 18-month continuation coverage period. If, during continued coverage, the SSA determines that the qualified beneficiary is no longer disabled, the individual must inform Citi of this redetermination within 30 days of the date it is made at which time the 11-month extension will end.

If you or a covered family member is disabled and another qualifying event occurs within the 29-month continuation period, then the continuation coverage period for your qualified beneficiaries is 36 months after your termination of employment or reduction in hours.

### *Medicare*

If, within 18 months after becoming entitled to Medicare, you subsequently lose coverage (medical, dental or vision) due to your termination of employment or reduction in hours, your eligible dependents' COBRA coverage will not end before 36 months from the date you became entitled to Medicare. However, your eligible dependents' early termination of COBRA coverage will not extend beyond 36 months.

The law provides that continuation coverage may be cut short prior to the expiration of the 18-, 29- or 36-month period for any person who elected COBRA for any of the following five reasons:

1. Citi no longer provides group health coverage to any of its employees;
2. The premium for continuation coverage is not paid on time (within the applicable grace period);
3. The person who elected COBRA becomes covered — after the date COBRA is elected — under another group health plan (whether or not as an employee) that does not contain any applicable exclusion or limitation for any pre-existing condition of the covered individual;
4. The person who elected COBRA becomes entitled to Medicare after the date COBRA is elected; or
5. Coverage has been extended for up to 29 months due to disability, and the SAA makes a final determination that the individual is no longer disabled.

### *COBRA and FMLA*

A leave that qualifies under the FMLA does not make you eligible for COBRA coverage. However, regardless of whether you lose coverage because of non-payment of premiums during an FMLA leave or you decide not to return to active employment you are still eligible for COBRA on the last day of the FMLA leave. Your continuation coverage will begin on the earliest of the following:

- When you definitively inform Citi that you are not returning to work at the end of the leave; or
- The end of the leave, and you do not return to work.

## Legal and Administrative Information

For purposes of an FMLA leave, you will be eligible for COBRA, as described above, only if:

- You or your spouse/partner and/or dependent child is covered by the Plan on the day before the leave begins; and
- You do not return to work at the end of the FMLA leave.

### *Your Duties*

Under the law, the employee or a family member is responsible for notifying Citi of:

- A divorce or legal separation;
- The loss of a child's dependent status under the medical, dental or vision plan;
- An additional qualifying event (such as a death, divorce or legal separation) that occurs during the employee's or family member's initial continuation coverage period of 18 (or 29) months;
- A determination by the SSA that the employee or family member was disabled at some time during the first 60 days of an initial continuation coverage period of 18 months; or
- A subsequent determination by the SSA that the employee or family member is no longer disabled.

This notice *must* be provided within 60 days from the date of the divorce, legal separation, a child's loss of dependent status or an additional qualifying event. In the case of a disability determination, the notice *must* be provided within 60 days after the SSA's disability determination and before the end of the initial 18-month continuation coverage.

If the employee or a family member fails to provide this notice to Citi during this notice period, any individual(s) who loses coverage will not be offered the option to elect continuation coverage.

The notice may be in writing and must include the following information:

- The applicable plan name;
- The identity of the covered employee and any qualified beneficiaries;
- A description of the qualifying event or disability determination;
- The date on which it occurred; and
- Any related information customarily and consistently requested by the Plan's COBRA administrator.

Mail this information to the address below if the covered person is an active employee of Citi:

Citi Benefits Center  
2300 Discovery Drive  
P.O. Box 785004  
Orlando, FL 32878-5004

When Citi is notified that one of these events has occurred, Citi, in turn, will notify you that you have the right to elect continuation coverage. If you or your family member fails to notify Citi and any claims are mistakenly paid for expenses incurred after the date coverage would normally be lost because of the divorce, legal separation or a child's loss of dependent status, then you and your family members may be required to reimburse the Plans for any claims mistakenly paid.

### *Citi's Duties*

If any of the following events results in a loss of coverage, qualified beneficiaries will be notified of the right to elect continuation coverage automatically without any action required by the employee or a family member:

- The employee's death or termination of employment (for reasons other than gross misconduct); or
- A reduction in the employee's hours of employment.



### Cost of Coverage

Under the law, you may be required to pay up to 102% of the premium for your continuation coverage. If your coverage is extended from 18 to 29 months for disability, you will be required to pay 150% of the premium beginning with the 19<sup>th</sup> month of continuation coverage.

The cost of group health coverage periodically changes. If you elect continuation coverage, Citi will notify you of any changes in the cost. If coverage under the Plan is modified for similarly situated non-COBRA beneficiaries, the coverage made available to you may be modified in the same way. You and your family members will be subject to these changes in the cost of coverage.

The initial payment for continuation coverage is due 60 days from the date of your election. Thereafter, you must pay for coverage on a monthly basis for which you have a grace period of at least 30 days.

If you have any questions about COBRA coverage or the application of the law, contact the COBRA administrator at the address below. If the covered person has terminated employment with Citi and your marital status has changed or you or a qualified beneficiary has changed addresses or a dependent ceases to be a dependent eligible for coverage under the terms of the Plan, you must notify the COBRA administrator in writing at the address below.

All notices and other communications regarding COBRA and Citi-sponsored group health plans may be directed to:

Citi Benefits Center  
2300 Discovery Drive  
P.O. Box 785004  
Orlando, FL 32878-5004

You may also call the Citi Benefits Center through ConnectOne at **1 (800) 881-3938**. From the “benefits” menu, choose the “health and insurance benefits” option and then the “health care including COBRA” option and then speak to a Citi Benefits Center representative.

### Recovery Provisions

Recovery provisions apply to the Citigroup Plans and are described in this section.

#### Refund of Overpayments

Whenever payments have been made by any of the Plans for covered or non-covered expenses in a total amount, at any time, in excess of the maximum amount payable under the Plan’s provision (“Overpayment”), the person(s) receiving benefits under the Plan(s) (the “Covered Person[s]”) must refund to the Plan the applicable Overpayment and help the Plan obtain the refund of the Overpayment from another person or organization. This includes any Overpayments resulting from retroactive awards received from any source, fraud or any error made in processing your claim.

In the case of a recovery from a source other than the Plans, Overpayment recovery will not be more than the amount of the payment. An Overpayment also occurs when payment is made from the Plans that should have been made under another group Plan. In that case, the Plans may recover the payment from one or more of the following: Any other insurance company, any other organization or any person to or for whom payment was made.

The Plans may, at their option, recover the Overpayment by reducing or offsetting against any future benefits payable to the Covered Person or his/her survivors; stopping future benefit payments that would otherwise be due under the Plans (payments may continue when the Overpayment has been recovered); or demanding an immediate refund of the Overpayment from the Covered Person.

The Plan Administrator of the Citigroup Disability Plan reserves the right to recover funds related to disability benefits for any Overpayment when a Covered Person receives state benefits including Workers’ Compensation and Social Security benefits.

## Legal and Administrative Information

### Reimbursement

This section applies when a Covered Person recovers damages — by settlement, verdict or otherwise — for an injury, sickness or other condition. If the Covered Person has made — or in the future may make — such a recovery, including a recovery from an insurance carrier, the Plan will not cover either the reasonable value of the services to treat such an injury or illness or the treatment of such an injury or illness.

However, if the Plan does pay for or provide benefits for such an injury, sickness or other condition, the Covered Person — or the legal representatives, estate or heirs of the Covered Person — will promptly reimburse the Plan from all recovery amounts (whether or not characterized as related to medical expenses) from any settlement, verdict or insurance proceeds received by the Covered Person (or by the legal representatives, estate or heirs of the Covered Person) to the extent that medical benefits have been paid for or provided by the Plan to the Covered Person.

If the Covered Person receives payment from a third party or his or her insurance company as a result of an injury or harm due to the conduct of another party and the Covered Person has received benefits from the Plan, the Plan must be reimbursed first. In other words, the Covered Person's recovery from a third party may not compensate the Covered Person fully for all the financial expenses incurred because acceptance of benefits from the Plan constitutes an agreement to reimburse the Plan for any benefits the Covered Person receives.

The Covered Person also must take any reasonably necessary action to protect the Plan's subrogation and reimbursement right. That means by accepting benefits from the Plan, the Covered Person agrees to notify the Plan Administrator if and when the Covered Person institutes a lawsuit or other action or enters into settlement negotiations with another party (including his or her insurance company) in connection with or related to the conduct of another party.

The Covered Person also must cooperate with the Plan Administrator's reasonable requests concerning the Plan's subrogation and reimbursement rights and must keep the Plan Administrator informed of any important developments in his or her action. The Covered Person also agrees that the Plan Administrator may withhold any future benefits paid by this Plan or the Citigroup Disability Plan or any other disability or health plan maintained by Citi or its participating companies to the extent necessary to reimburse this Plan under the Plan's subrogation or reimbursement rights.

To secure the rights of the Plan under this section, the Covered Person hereby:

- Grants to the Plan a first-priority lien against the proceeds of any such settlement, verdict or other amounts received by the Covered Person to the extent of all benefits provided in an effort to make the Plan whole;
- Assigns to the Plan any benefits the Covered Person may have under any automobile policy or other coverage; the Covered Person shall sign and deliver, at the request of the Plan or its agents, any documents needed to protect such lien or to effect such assignment of benefits; and
- Will cooperate with the Plan and its agents and will:
  - Sign and deliver such documents as the Plan or its agents reasonably request to protect the Plan's right of reimbursement;
  - Provide any relevant information; and
  - Take such actions as the Plan or its agents reasonably request to assist the Plan in making a full recovery of the value of the benefits provided.

If the Covered Person does not sign and deliver any such documents for any reason (including, but not limited to, the fact that the Covered Person was not given an agreement to sign or is unable or refuses to sign), the Plan Administrator, in its sole discretion, may or may not advance benefits to the Covered Person under the Plan.

If the Plan Administrator has advanced benefits, it has the right to subrogation and reimbursement whether or not the Covered Person has signed the agreement. The Covered Person shall not take any action that prejudices the Plan's right of reimbursement.



### Subrogation

This section applies when another party is, or may be considered, liable for a Covered Person's injury, sickness or other condition (including insurance carriers that are so liable) and the Plan has provided or paid for benefits.

The Plan is subrogated to all the rights of the Covered Person against any party, including any insurance carrier, liable for the Covered Person's injury or illness or for the payment for the medical treatment of such injury or occupational illness to the extent of the value of the medical benefits provided to the Covered Person under the Plan. The Plan may assert this right independently of the Covered Person.

The Plan has a first priority right to receive payment on any claim against a third party before you receive payment from that third party. The Plan's subrogation and reimbursement rights apply to full and partial settlements, judgments or other recoveries paid or payable to you or your representative, no matter how those proceeds are captioned or characterized. Payments include, but are not limited to, economic, non-economic and punitive damages.

The Covered Person is obligated to cooperate with the Plan and its agents to protect the Plan's subrogation rights. Cooperation means complying with the terms of this section, providing the Plan or its agents with relevant information requested by them; signing and delivering such documents as the Plan or its agents reasonably request to secure the Plan's subrogation claim; responding to requests for information; appearing at requested medical examinations or depositions; and obtaining the consent of the Plan or its agents before releasing any party from liability for payment.

If the Covered Person enters into litigation or settlement negotiations regarding the obligations of other parties, the Covered Person must not prejudice, in any way, the subrogation rights of the Plan under this section. Further, the Covered Person agrees to notify the Plan Administrator if and when the Covered Person institutes a lawsuit or other action or enters into settlement negotiations with another party (including his or her insurance company) in connection with or related to the conduct of another party.

Upon the Plan's request, you will assign to the Plan all rights of recovery against third parties to the extent of benefits the Plan has provided for a sickness or injury caused by a third party. The Plan may, at its own option, take necessary and appropriate action to assert its rights under this section, including filing suit in your name, which does not obligate it in any way to pay you part of any recovery the Plan might obtain. The Plan's rights will not be reduced due to your own negligence.

The costs of legal representation retained by the Plan in matters related to subrogation shall be borne solely by the Plan. If the Plan incurs attorney's fees and costs in order to collect third-party settlement funds held by you or your representative, the Plan has the right to recover those fees and costs from you. The costs of legal representation retained by the Covered Person shall be borne solely by the Covered Person.

The Plan has the sole authority and discretion to resolve all disputes regarding the interpretation of the language stated herein.

### Non-Assignment of Benefits

Plan participants cannot assign, sell, transfer, pledge, borrow against, or otherwise promise any benefit payable under the Plans described in this Benefits Handbook or the right to assert legal rights, including an administrative claim or lawsuit against any of the following: the Plans, the Plan Administrator, a Claims Administrator, or any Plan fiduciary, or the Company and any Participating Employers, or their officers, shareholders, or employees. For example, Plan participants may not assign their right to receive Plan benefits and legal rights relating to the Plans to any health care provider—such assignment is not permitted and is void. The Plan Administrator or Claims Administrator may make payment directly to the Plan participant or, at its discretion, make payment directly to a doctor, hospital, or other provider of care. When payment is made directly to a doctor, hospital or other provider of health care, such direct payments are solely at the discretion of the Plan Administrator or Claims Administrator—such payments do not create any enforceable assignment of benefits or the right to assert any legal rights or to bring any administrative claim or lawsuit by any doctor, hospital, or other provider of care against the Plans (or the Plan Administrator, Claims Administrator, or any Plan fiduciary, or the Company and Participating Employers, or officers, shareholders or employees thereof).

The Plans will, when required by law or applicable guidance, recognize an assignment of benefits to a state Medicaid program.



## Claims and Appeals

If you do not receive a benefit to which you believe you are entitled under any Citigroup Health and Welfare Plans subject to ERISA, or if your application for benefits is denied, in whole or in part, you may file a claim with the Plan Administrator or Claims Administrators, as applicable. For more information about the Plan Administrator and Claims Administrators, see “Administrative Information” on page 127.

The Plan Administrator or Claims Administrator is generally required to evaluate your claim and notify you of its decision within a specified time period in accordance with ERISA. If your written claim is denied, you have a right to appeal the claim denied by the Plan Administrator or Claims Administrator by filing a request for review of your claim denial. If you wish to bring legal action against the Company or the Plan, you must first go through the Plan’s appeals procedures.

ERISA provides for different timetables and claims procedures that may vary by type of benefit. Each of the medical benefits (including dental and vision benefits), disability benefits and all other types of benefits has a different timetable and claims and appeals procedure. General information regarding the claims and appeals procedures is set forth below.

### Medical Benefits Claims

There are four categories of claims for medical benefits, each with somewhat different claim and appeal rules. The primary difference is the timeframe within which claims and appeals must be determined.

1. **Preservice claim:** A claim is a preservice claim if the receipt of the benefit is conditioned, in whole or in part, on receiving approval in advance of obtaining the medical care, unless the claim involves urgent care, as defined below. Benefits under any Plan that require approval in advance are specifically noted in this book or in the Plan document as being subject to preservice authorization.
2. **Urgent care claim:** An urgent care claim is a special type of preservice claim. A claim involving urgent care is any preservice claim for medical care or treatment with respect to which the application of the time periods that otherwise apply to preservice claims could seriously jeopardize the claimant’s life or health or ability to regain maximum function or would — in the opinion of a physician with knowledge of the claimant’s medical condition — subject the claimant to severe pain that could not be adequately managed without the care or treatment that is the subject of the claim.  
  
On receipt of a preservice claim, the Claims Administrator will make a determination of whether it involves urgent care, provided that, if a physician with knowledge of the claimant’s medical condition determines that a claim involves urgent care, the claim shall be treated as an urgent care claim.
3. **Post-service claim:** A post-service claim is any claim for a benefit under this Plan that is not a preservice claim or an urgent care claim.
4. **Concurrent care claims:** A concurrent care decision occurs where the Claims Administrator approves an ongoing course of treatment to be provided over a period of time or for a specified number of treatments. There are two types of concurrent care claims: (a) Where reconsideration of the approval results in a reduction or termination of the initially approved period of time or number of treatments; and (b) where an extension is requested beyond the initially approved period of time or number of treatments.

### Deciding Initial Medical Benefit Claims

A post-service claim must be filed within two years following receipt of the medical service, treatment or product to which the claim relates unless (a) it was not reasonably possible to file the claim within such time; and (b) the claim is filed as soon as possible.

These claims procedures do not apply to any request for benefits that is not made in accordance with these procedures or other procedures prescribed by the Claims Administrator, except that (a) in the case of an incorrectly filed preservice claim, the claimant shall be notified as soon as possible but no later than five days following the receipt of the incorrectly filed claim;

and (b) in the case of an incorrectly filed urgent care claim, you will be notified as soon as possible but no later than 24 hours following receipt of the incorrectly filed claim.

The Claims Administrator will decide an initial preservice claim within a reasonable time appropriate to the medical circumstances, but no later than 15 days after receipt of the claim.

However, if a claim is a request to extend a concurrent care decision (defined above) involving urgent care and if the claim is made at least 24 hours prior to the end of the initially approved period of time or number of treatments, the claim will be decided within no more than 24 hours after the receipt of the claim. Any other request to extend a concurrent care decision will be decided in the otherwise applicable timeframes for preservice, urgent care or post-service claims.

A decision by the Claims Administrator to reduce or terminate an initially approved course of treatment is an adverse benefit decision that may be appealed by the claimant. Notification to the claimant of a decision to reduce or terminate an initially approved course of treatment shall be provided sufficiently in advance of the reduction or termination to allow you to appeal the adverse decision and receive a decision on review under these procedures prior to the reduction or termination.

An initial post-service claim shall be decided within a reasonable time but no later than 30 days after the receipt of the claim.

Despite the specified timeframes, nothing prevents you from voluntarily agreeing to extend above timeframes. In addition, if the Claims Administrator is not able to decide a preservice or post-service claim within the above time frames, due to matters beyond its control, one 15-day extension of the applicable time frame is permitted, provided that you are notified in writing prior to the expiration of the initial time frame applicable to the claim. The extension notice shall include a description of the matter beyond the Plan's control that justifies the extension and the date by which a decision is expected. No extension is permitted for urgent care claims.

If any information needed to process a claim is missing, the claim shall be treated as an incomplete claim.

If an urgent care claim is incomplete, the Claims Administrator shall notify you as soon as possible, but no later than 24 hours following receipt of the incomplete claim. The notification may be made orally, unless you request a written notice, and it shall describe the information necessary to complete the claim and shall specify a reasonable time, no less than 48 hours, within which the claim must be completed. The Claims Administrator shall decide the claim as soon as possible but not later than 48 hours after the earlier of (a) receipt of the specified information, or (b) the end of the period of time provided to submit the specified information.

If a preservice or post-service claim is incomplete, the Claims Administrator may deny the claim or may take an extension of time, as described above. If the Claims Administrator takes an extension of time, the extension notice shall include a description of the missing information and shall specify a timeframe, no less than 45 days, in which the necessary information must be provided. The timeframe for deciding the claim shall be suspended from the date the extension notice is received by the claimant until the date the missing necessary information is provided to the Claims Administrator. If the requested information is provided, the plan shall decide the claim within the extended period specified in the extension notice. If the requested information is not provided within the time specified, the claim may be decided without that information.

### **Notification of Initial Benefit Decision by Plan**

Written notification will be provided to you of an adverse decision on a claim and will include the following:

- The specific reasons for the denial;
- The specific reference to the Plan documentation that supports these reasons;
- The additional information you must provide to perfect your claim and the reasons why that information is necessary;
- The procedure available for a further review of your claim, including a statement regarding your right to bring action under Section 502(a) of ERISA if your claim is denied on review;
- A statement disclosing any internal rule, guidelines, protocol or similar criterion relied on in making the adverse decision (or a statement that such information will be provided free of charge upon request);

## Legal and Administrative Information

- If the decision involves scientific or clinical judgment, disclose either (a) an explanation of the scientific or clinical judgment applying the terms of the Plan to your medical circumstances, or (b) a statement that such explanation will be provided at no charge upon request; and
- In the case of an urgent care claim, an explanation of the expedited review methods available for such claims.

Written notification of the decision on a preservice or urgent care claim will be provided to you whether or not the decision is adverse. Notification of an adverse decision on an urgent care claim may be provided orally, but written notification will be furnished not later than three days after the oral notice.

### *Appeals Procedure*

#### **First Internal Level of Appeal**

You or your authorized representative (refer to the requirements for appointing a representative, as described later in this document), must submit your appeal, in writing, within 180 days following the date you received the notification of an adverse determination. When you submit your appeal, you may request assistance from the Health Advocate, the Ombudsman or a lawyer of your preference (at your cost). For your appeal to be considered, it must include the following, if applicable:

- Name and contract number of the plan member that received the services being appealed;
- Date of service;
- Number of services and description of the services received;
- Original receipt for any amount paid by the appellant;
- Invoices from the provider;
- Name and address of the provider;
- Evidence of the precertification granted and/or the medical need certification, if any of these was required in order to receive the service;
- Forms CMS-1500 or UB-92, duly completed by the provider; and
- A written statement explaining why you believe Triple-S was mistaken in its decision on your reimbursement, precertification or benefit claim.

You must also submit any other written evidence or information regarding your appeal. You must send your appeal request to Triple-S, Customer Service Division, P.O. Box 363628, San Juan, PR 00936-3628.

If your case is considered to be urgent, Triple-S will notify you of its decision within a period that does not exceed 72 hours from the date the completed application for appeal was received. Incomplete applications will not be considered until they meet the requirements thereof. Urgent appeals mean those appeal requests that correspond to services or medical treatment in which the timeframe to complete the regular appeal process (a) may jeopardize the life or the health of the plan member or the ability of a vital organ of the body to function at its maximum capacity, or (b) by physician's opinion that the patient may be under severe pain that cannot be handled without medical care or treatment, subject to the appeal.

In case of appeals to a precertification, Triple-S must notify you of its decision within 15 days from the receipt of your appeal request. In other instances, Triple-S must give an answer within 30 days from the receipt of your appeal request. If Triple-S requests additional information, you must provide it within 45 days from the date of the notification. If you do not submit the information requested within this period, Triple-S will make its decision based on the documents that were first submitted.

Triple-S may also notify you that your appeal is being considered but that additional time is needed. In this case, Triple-S will have 15 additional days to give you its determination on your appeal. Once Triple-S notifies you of its decision, you have the

right to request that Triple-S disclose the names and positions of the officers or consultants who participated in the evaluation of your appeal as well as an explanation of the criteria on which they based their decision.

### **Second Internal Level of Appeal**

If you do not agree with Triple-S' decision on your first appeal, you have the right to request a second appeal within 60 days from the date Triple-S notified you of its decision on your first appeal.

With this second request for appeal, you must include a copy of all the documents related to your first appeal, a statement explaining why you believe Triple-S' decision on your first appeal was incorrect and any additional evidence to support your allegations.

Your second appeal will be evaluated by persons who were not involved in deciding the first appeal and are not subordinates of the persons who decided your first appeal. Triple-S' previous decision will not be considered. You have the right to request that Triple-S disclose the names and positions of the officers or consultants who evaluated your second appeal as well as an explanation of the criteria on which they based their decision.

In case of urgent appeals (as defined earlier), Triple-S must respond to your request within 72 hours. In cases of precertification appeals, Triple-S must respond to your second appeal within 15 days from the date it received your appeal. In other cases, Triple-S must respond within 30 days from the date it received your appeal.

### **Right to Be Assisted**

You have the right to be assisted by the Health Advocate in the appeals processes previously described. The Office of the Health Advocate is located at 1215 Ponce de León, Stop 18, Santurce, PR, and you may contact the Health Advocate at **1 (787) 977-0909** (Metro area) or **1 (800) 981-0031** (outside the Metro area).

### **Right to Appoint a Representative**

You have the right to appoint a representative to act on your behalf in submitting any request for appeal to Triple-S. The designation of a representative must meet the following criteria:

- Name and contact number of the participant;
- Name, address and telephone number of the person designated as an authorized representative as well as his or her relationship to the participant;
- Process for which the representative has been designated;
- Signature and date on which the designation is granted; and
- Expiration date for the designation.

The participant or beneficiary is responsible for notifying Triple-S, in writing, if the designation has been revoked before the expiration date.

The participant/member will be entitled to the benefits determined, as they are determined as a result of the appeal process.

### **Notice of Benefit Determination on Appeal**

You will receive written or electronic notice of the benefit determination upon review. In the event your claim is denied on appeal, the notice will provide:

- The specific reason or reasons for the denial of the appeal;
- Reference to the specific Plan provisions on which the benefit determination is based;

## Legal and Administrative Information

- A statement that you are entitled to receive, upon request and free of charge, reasonable access to, and copies of, all documents, records and other information relevant to your claim for benefits; and
- A statement describing any voluntary appeal procedures offered by the Plan, and a statement of your right to bring an action under Section 502(a) of ERISA;
- If an internal rule or guideline was relied upon in making the adverse determination, either the specific rule or guideline, or a statement that such a rule or guideline was relied upon in making the adverse determination and that a copy of such rule or guideline will be provided free of charge upon request; and
- If the adverse determination is based on a medical necessity or experimental treatment or similar exclusion or limit, either an explanation of the scientific or clinical judgment for the determination, applying the terms of the plan to your medical circumstances, or a statement that such explanation will be provided free of charge upon request.

### External Appeal Process

If you do not agree with the determination made in the second internal level of appeal, you have the right to request an evaluation to the Office of Personnel Management (OPM), within four months from the date you received the notice on adverse determination. You or your authorized representative may submit the request for external evaluation if:

1. Your case determination involves medical judgment (for example: medical need, effectiveness of the treatment received or to be received, or level of care, among others). Determinations based on coverage exclusions will not be evaluated by OPM, or
2. Rescission of Coverage, as previously defined.

For your appeal to be considered for evaluation it must include the following: Name and contact information (including address, telephone number and e-mail address, if applicable); Copy of the adverse determination notice; an explanation of why you do not agree with Triple-S' decision; and must specify if you are requesting an expedited evaluation. You must also include any other document, evidence or additional information to support your claim (for example, letters from the attending physician, invoices and medical records, among others). If you appoint a representative to act on your behalf (refer to the requirements detailed later in this document) you must include a signed authorization. It is important that you keep copies of all the documents regarding your claim.

You may submit your claim in writing and mail it to the Office of Personnel Management (OPM) at P.O. Box 791 Washington DC, 20044; by fax to **1 (202) 606-0036** or via e-mail to [Disputedclaim@opm.gov](mailto:Disputedclaim@opm.gov).

In the event that your appeal is denied, you have the right to bring a legal action under Section 502(a) of ERISA, provided that you file any lawsuit or similar enforcement proceeding, commenced in any forum, regarding the Plans within 12 consecutive months after the date of receiving a final determination on review of your claim or, if earlier, within two years from the date on which you were aware, or should have been aware, of the claim at issue in the suit.

The two-year limitation shall be increased by any time a claim or appeal on the issue is under consideration by the appropriate fiduciary. If any different period to begin suit is specified in an insurance contract forming part of the Plans or any shorter period is specified in the rules of the Claims Administrator, that period will apply to proceedings against the insurer or with regard to the ruling of that Claims Administrator, respectively.

## Eligibility and Enrollment Claims

If you believe your application to enroll in or change any of the health and welfare Plans subject to ERISA is denied, you may file a claim with the Plans Administration Committee of Citigroup Inc. (the "Committee"). You may also file an appeal if the Committee denies your claim.

To file an eligibility or enrollment-related claim and for information on the claim review process, follow the instructions included on the Citigroup Employee Benefits Eligibility Claims and Appeals Form available to you at no cost by calling the Citi Benefits Center through ConnectOne at **1 (800) 881-3938**. From the "benefits" menu, choose the "health and insurance benefits" option. Follow the instructions on the form and return the form to the Committee at the fax number or address below:

Plans Administration Committee of Citigroup Inc.  
c/o Claims and Appeals Management Team  
P.O. Box 1407  
Lincolnshire, IL 60069-1407

Fax: **1 (847) 554-1653**

In addition, if you file a claim for benefits under the Citigroup Disability, Citigroup Life Insurance Benefits, Citigroup Business Travel Accident/Medical or Citigroup Legal Benefits Plan, generally your claim will be administered in accordance with the timetable outlined in "Notice of adverse benefit determinations."

## Other Benefit Claims

If your claim is denied, you will receive a written or an electronic notice within 90 days after receipt of your claim (180 days if special circumstances apply and you are notified of the extension in writing within the initial 90-day period and informed of the anticipated benefit determination date). If your claim is for disability benefits, you will receive a written or an electronic notice within 45 days after receipt of your claim (105 days if special circumstances apply and you are notified of the extension in writing within the initial 45-day period and informed of the anticipated benefit determination date). The explanation will include the following:

- The specific reasons for the denial;
- The specific reference to the Plan documentation that supports these reasons;
- The additional information you must provide to perfect your claim and the reasons why that information is necessary;
- The procedure available for a further review of your claim, including a statement regarding your right to bring action under Section 502(a) of ERISA if your claim is denied on review; and
- A statement disclosing any internal rule, guidelines, protocol or similar criterion relied on in making the adverse decision (or a statement that such information will be provided free of charge upon request).

## Appeals

You have the right to appeal an adverse decision under these claims procedures. The appeal of an adverse benefit decision must be filed within 180 days following your receipt of the notification of adverse benefit decision, except that the appeal of a decision to reduce or terminate an initially approved course of treatment must be filed within 30 days of your receipt of the notification of the decision to reduce or terminate.

Failure to comply with this important deadline may cause you to forfeit any rights to any further review of an adverse decision under these procedures or in a court of law.

## Legal and Administrative Information

The appeal shall be decided within a reasonable time appropriate to the medical circumstances but no later than 30 days after receipt of the appeal.

The appeal of an urgent care claim shall be decided as soon as possible, taking into account the medical urgency but no later than 72 hours after receipt of the appeal.

The appeal of a post-service claim shall be decided within a reasonable period but no later than 60 days after receipt of the appeal.

The appeal of a decision to reduce or terminate an initially approved course of treatment shall be decided before the proposed reduction or termination takes place. The appeal of a denied request to extend a concurrent care decision shall be decided in the appeal time frame for a preservice, urgent care or post-service claim described above, as appropriate to the request.

### *Notice of Benefit Determination on Appeal*

You will receive written or electronic notice of the benefit determination upon review. In the event your claim is denied on appeal, the notice will provide:

- The specific reason or reasons for the denial of the appeal;
- Reference to the specific Plan provisions on which the benefit determination is based;
- A statement that you are entitled to receive, upon request and free of charge, reasonable access to, and copies of, all documents, records and other information relevant to your claim for benefits;
- A statement describing any voluntary appeal procedures offered by the Plan, and a statement of your right to bring an action under Section 502(a) of ERISA; and
- If an internal rule or guideline was relied on in making the adverse determination, either the specific rule or guideline, or a statement that such a rule or guideline was relied on in making the adverse determination and that a copy of such rule or guideline will be provided free of charge upon request.

In the event that your appeal is denied, you have the right to bring a legal action under Section 502(a) of ERISA, provided that you file any lawsuit or similar enforcement proceeding, commenced in any forum, regarding the Plans within 12 consecutive months after the date of receiving a final determination on review of your claim or, if earlier, within two years from the date on which you were aware, or should have been aware, of the claim at issue in the suit.

The two-year limitation shall be increased by any time a claim or appeal on the issue is under consideration by the appropriate fiduciary. If any different period to begin suit is specified in an insurance contract forming part of the Plans or any shorter period is specified in the rules of the Claims Administrator, that period will apply to proceedings against the insurer or with regard to the ruling of that Claims Administrator, respectively.

You and the Plans may have other voluntary alternative dispute resolution options, such as mediation. One way to find out what may be available is to contact your local U.S. Department of Labor office and your state insurance regulatory agency, as applicable. Generally, the determination reached by the Plans is final.

## Regarding Appeals

- Each level of appeal will be independent from the previous level (i.e., the same person[s] or subordinates of the same person(s) involved in a prior level of appeal would not be involved in the appeal);
- On each level of appeal, the claims reviewer will review relevant information that you submit even if it is new information;



- The Claims Administrator is required to give the participant notice of any internal rules, guidelines, protocols or similar criteria used as a basis for the adverse determination;
- You cannot file suit in federal court until you have exhausted these appeals procedures. However, you have the right to file suit under ERISA Section 502 following an adverse appeal decision;
- Each participant has the right to request and obtain documents, records and other information as it pertains to the Plans. Notwithstanding any provision of the Plan to the contrary, you must file any lawsuit related to your adverse benefit determination within 12 consecutive months after the date of receiving such a determination or, if earlier, within two years from the date on which you were aware, or should have been aware, of the claim at issue in the suit. The two-year limitation shall be increased by any time a claim or appeal on the issue is under consideration by the appropriate fiduciary. If any different period to commence suit is specified in an insurance contract forming part of the Plan, that period will apply to suits against the insurer.

## ERISA Information

As a participant in Citigroup Health and Welfare Plans that are subject to ERISA, you are entitled to certain rights and protections under the Employee Retirement Income Security Act of 1974, as amended (ERISA).

You may examine all documents governing the Plans (including group insurance policies, where applicable) and copies of all documents filed with the U.S. Department of Labor (and available at the Public Disclosure Room of the Employee Benefits Security Administration) such as annual reports (Form 5500 Series). You can review these documents at no cost to you upon request at the location of the Plan Administrator or other specified locations.

Upon written request to the Plan Administrator, you may obtain copies of documents governing the operations of the Plans, including insurance contracts, a copy of the latest annual report (Form 5500) and the current Summary Plan Description (SPD). The Plan Administrator will mail these documents to your home free of charge.

You may also receive a copy of the Plan's annual financial reports. The Plan Administrator will furnish each participant with a copy of the Summary Annual Report.

You may continue health care coverage for yourself, your spouse/partner or your eligible dependents if there is a loss of coverage under the Plan as a result of a qualifying event. You or your dependents may have to pay for such coverage. Review this SPD and all other documents governing the Plan on the rules governing your continuation coverage rights.

In addition to creating rights for Plan participants, ERISA imposes obligations on Plan fiduciaries, the people responsible for the operation of an employee benefit plan. Under ERISA, fiduciaries must act prudently and solely in the interest of participants and their beneficiaries. No one, including your employer or any other person, may fire you or discriminate in any way against you to prevent you from obtaining a welfare benefit or for exercising your rights under ERISA.

If your claim for a benefit is denied, in whole or in part, you must receive a written explanation of the reason for the denial. You have the right to have the Plans review and reconsider your claim and provide you with copies of documents relating to the decision without charge. For more information see "Claims and Appeals" on page 50.

Under ERISA, you can take steps to enforce the rights described above. For example, if you request materials from the Plan and do not receive them within 30 days, you may file suit in a federal court. In such a case, the court may require the Plan Administrator to provide the materials and pay you up to \$110 per day for 2025 until you receive them, unless the materials were not sent for reasons beyond the Plan Administrator's control.

If your claim for benefits is denied or ignored, in full or in part, you may file suit in a state or federal court. In addition, if you disagree with the Plan's decision or lack thereof concerning the qualified status of a domestic relations order or a medical child support order, you may file suit in federal court. If you believe the fiduciaries are misusing their authority under the Plan or if you believe you are being discriminated against for asserting your rights, you may request assistance from the U.S. Department of Labor or file a suit in federal court, subject to limitations imposed by Plan rules.



## Legal and Administrative Information

The court will decide who should pay court costs and legal fees. If your suit is successful, the court may order the person you sued to pay these costs and fees. If you lose, the court may order you to pay these costs and fees. One instance in which you may be required to pay court costs and legal fees is if the court finds your suit to be frivolous.

## Answers to Your Questions

If you have questions about the Plans, contact the Plan Administrator.

If you have any questions about this book or your rights under ERISA, or if you need assistance in obtaining documents from the Plan Administrator, contact the nearest office of the Employee Benefits Security Administration, U.S. Department of Labor, listed in your telephone directory or the Division of Technical Assistance and Inquiries, Employee Benefits Security Administration, U.S. Department of Labor, 200 Constitution Ave. NW, Washington, DC 20210.

You may also obtain certain publications about your rights and responsibilities under ERISA by calling the publications' hotline of the Employee Benefits Security Administration or by visiting its website at [www.dol.gov/ebsa/](http://www.dol.gov/ebsa/).

# Administrative Information

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This section contains general information about the administration of the Citigroup Plans, the Plan documents, sponsors and Claims Administrators. In addition, a statement about the future of the Plans and Citigroup's right to amend, modify, suspend or terminate is outlined.

## Future of the Plans

The Plans are subject to various legal requirements. If changes are required for continued compliance, you will be notified.

Citigroup Inc. (or its affiliates, if appropriate) has the right to amend, modify, suspend or terminate any Plan, policy or program in whole or in part, at any time, for any reason, without prior notice, including the Plans described in this SPD.

In the event of the dissolution, merger, consolidation or reorganization of Citigroup, the Plan will terminate unless the Plan is continued by a successor to Citigroup. If a benefit is terminated and surplus assets remain after all liabilities have been paid, such surplus shall revert to Citigroup to the extent permitted under applicable law, unless otherwise stated in the applicable Plan document.

## Plan Administration

The Plan Administrator, the Plans Administration Committee of Citigroup Inc., is responsible for the general administration of the Plans and has the full discretionary authority and power to control and manage all the administrative aspects of the Plans, except to the extent such authority has been delegated to the Claims Administrator.

In accordance with such delegation, the Plan Administrator and the Claims Administrator have the full discretionary authority to construe and interpret the provisions of the Plans and make factual determinations regarding all aspects of the Plans and their benefits including the power and discretion to determine the rights or eligibility of employees and any other persons and the amounts of their benefits under the Plans and to remedy ambiguities, inconsistencies or omissions and such determinations shall be binding on all parties.



## Legal and Administrative Information

The Plan Administrator has designated other organizations or persons to act out specific fiduciary responsibilities in administering the Plans including, but not limited to, any or all of the following responsibilities:

- To administer and manage the Plans, including the processing and payment of claims under the Plans and the related recordkeeping, according to the terms of an administrative services or claims administration agreement;
- To prepare, report, file and disclose any forms, documents and other information required to be reported and filed by law with any governmental agency or to be prepared and disclosed to employees or other persons entitled to benefits under the Plans; and
- To act as Claims Administrator and to review claims and claim denials under the Plans to the extent an insurer or administrator is not empowered with such responsibility.

The Plan Administrator will administer the Plans on a reasonable and non-discriminatory basis and shall apply uniform rules to all persons similarly situated. Except to the extent superseded by laws of the United States, the laws of New York will control in all matters relating to the Plans.

Notwithstanding any provision to the contrary herein or other documentation governing the administration of the Plans, Citigroup Inc.'s Head of Total Rewards and Head of Benefits (or such successor roles, however designated) shall be solely responsible, jointly or severally, for determining the scope of disclosure (if any) of information maintained by the Plans to any person (including corporations, state and local governments, and governmental agencies) in response to any state and/or local law, regulation, or enforcement activity mandating disclosure that purports to apply to self-funded ERISA plans. Citigroup Inc.'s Head of Total Rewards and Head of Benefits may delegate some or all of this authority to another person(s) in Total Rewards, Benefits, Human Resources or other business or corporate function.

## Plan Information

Item	Details
<b>Plan sponsor</b>	Citigroup Inc. 750 Washington Boulevard, 8 <sup>th</sup> Floor Stamford, CT 06901
<b>Employer Identification Number</b>	52-1568099
<b>Plan Administrator</b>	Plans Administration Committee of Citigroup c/o Claims and Appeals Management Team P.O. Box 1407 Lincolnshire, IL 60069-1407 Fax: 1 (847) 554-1653 <b>1 (800) 881-3938</b> (ConnectOne). From the "benefits" menu, choose the "health and insurance benefits" option and then speak to a Citi Benefits Center representative.  From outside the United States, call HR Shared Services at <b>1 (469) 220-9600</b> . Press 1 when prompted. From the "benefits" menu, choose the "health and insurance benefits" option.  If you are hearing-impaired, call the National Relay Services at <b>1 (866) 280-2050</b> . Then call ConnectOne at <b>1 (800) 881-3938</b> .
<b>Type of Administration</b>	The Plans are administered by the Plans Administration Committee of Citigroup Inc. However, the final decision on the payment of claims under certain Plans rest with the Claims Administrators.
<b>Agent for Service of Legal Process</b>	General Counsel Citigroup Inc. 388 Greenwich St., 15 <sup>th</sup> floor New York, NY 10013

## Legal and Administrative Information

Item	Details
<b>Plan Year</b>	January 1 - December 31
<b>Plan names and numbers</b>	
<i>Medical Plans (self-insured Triple-S plan) including the Prescription Drug Program</i>	Citigroup Health Benefit Plan Group # SP0003726 Group # 6569 Plan # 508
<i>Dental Plans (self-insured Triple-S plan)</i>	Citigroup Dental Benefit Plan Group # SP0003726 Plan number 505
<i>Vision Plan</i>	Citigroup Vision Benefit Plan Plan number 533
<i>Be Well Program</i>	Citigroup Be Well Program Plan number 521
<i>Basic Life Insurance, Basic AD&amp;D, Group Universal Life and Supplemental AD&amp;D</i>	Citigroup Life Insurance Benefits Plan Plan number 506
<i>Business Travel Accident/Medical</i>	Citigroup Business Travel Accident/Medical Plan Plan number 510
<i>Long-Term Care insurance (closed to new participants)</i>	Citigroup Long-Term Care Insurance Plan Plan number 535
<i>Short-Term Disability and Long-Term Disability</i>	Citigroup Disability Plan Plan number 530
<i>MetLife Legal Plans</i>	Citigroup Legal Benefits Plan Plan number 515
<b>Funding</b>	
<i>Medical Plan</i> <i>Dental Plan</i>	The Medical and Dental Plans are funded from the general assets of Citigroup and may be funded from a trust qualified under section 501(c)(9) of the Code on behalf of the Plans in accordance with the terms of their Plan documents. The Medical and Dental Plans are self-insured. The cost of Medical and Dental coverage is shared by Citigroup and the participant.
<i>Vision Plan</i> <i>Be Well Program</i>	The Vision Plan is fully-insured, funded through an insurance contract. The cost of the Vision Plan is provided by employee contributions. The Be Well Program is provided by employer contributions.
<i>Basic Life Insurance</i> <i>Basic AD&amp;D Insurance</i> <i>Group Universal Life Insurance</i> <i>Supplemental AD&amp;D Insurance</i> <i>Business Travel Accident/Medical Insurance</i>	The Basic Life and Basic AD&D, GUL and Supplemental AD&D, are fully insured. Benefits are provided under insurance contracts between Citigroup and the Claims Administrators. A portion of the life insurance benefits may be provided from a trust qualified under Section 501(c)(9) of the Code. The Claims Administrators, not Citigroup, are responsible for paying claims. Basic Life and Basic AD&D coverage is provided through employer contributions; GUL and Supplemental AD&D is provided through employee contributions. The BTA is funded by an insurance contract. BTA/Medical coverage is provided through employer contributions.
<i>Disability Plan</i>	<ul style="list-style-type: none"> <li>STD benefits are paid from the general assets of the Company. STD coverage is provided by Citigroup, and no employee contributions are required.</li> <li>LTD benefits are fully insured. The Claims Administrator, not Citigroup, is responsible for paying claims. LTD coverage is provided either through employer or employee contributions.</li> </ul>
<i>MetLife Legal Plans</i>	Legal Plan benefits are fully insured. The cost of MetLife Legal Plans coverage is provided by employee contributions. Any refund, rebate, dividend adjustment or other similar payment under any insurance contract entered into between Citigroup and any insurance provider shall be allocated, consistent with the fiduciary obligations imposed by ERISA, to reimburse Citigroup for premiums it has paid or to reduce Plan expenses.

**Note:** Any refund, rebate, dividend adjustment or other similar payment under any insurance contract entered into between Citigroup and any insurance provider shall be allocated, consistent with the fiduciary obligations imposed by ERISA, to reimburse Citigroup for premiums it has paid or to reduce Plan expenses.

## Claims Administrators

Each of the Claims Administrators below has the discretion and authority to render benefit determinations in a manner consistent with the terms and conditions of its respective benefit Plan, namely, those provisions of the Plan Document that apply to the participant and administered by that particular Claims Administrator.

<b>Medical Plan</b>	
<b>Preferred Provider Organization (PPO)</b>	<b>Triple-S</b> P.O. Box 363628 San Juan PR 00936-3628 (mailing address) <b>1 (787) 774-6098 or 1 (787) 774-6060</b>
<b>Prescription Drug Program</b>	<b>Triple-S</b> P.O. Box 363628 San Juan PR 00936-3628 <b>1 (866) 881-6221</b> (Regarding mail order prescriptions) <b>1 (787) 774-6098 or 1 (787) 774-6060.</b> (For Retail Pharmacy questions)
<b>Dental Plan</b>	
<i>Triple-S</i>	<b>Triple-S</b> P.O. Box 363628 San Juan PR 00936-3628 <b>1 (787) 774-6098 or 1 (787) 774-6060.</b>
<b>Vision</b>	
<i>Aetna Vision Plan</i>	Aetna Vision Attn: OON Claims P.O. Box 8504 Mason, OH 45040-7111 <b>1 (877) 787-5354</b> Members: <a href="http://www.aetnavision.com">www.aetnavision.com</a>
<b>Other Insurance</b>	
<i>Short-Term Disability</i> <i>Long-Term Disability</i>	Metropolitan Life Insurance Co. P.O. Box 14590 Lexington, KY 40511-4590 <b>1 (800) 826-0547</b>
<i>Basic Life</i>	Metropolitan Life Insurance Company — Group Life Claims PO Box 6100 Scranton, PA 18505-61006100 <b>1 (800) 638-6420</b>
<i>Basic and Supplemental Accidental Death and Dismemberment (AD&amp;D)</i>	Metropolitan Life Insurance Company — Group Life Claims PO Box 6100 Scranton, PA 18505-6100 <b>1 (800) 638-6420</b>
<i>Group Universal Life</i>	Metropolitan Life Insurance Company — Group Life Claims PO Box 6100 Scranton, PA 18505-6100 <b>1 (800) 638-6420</b>
<i>Business Travel Accident/Medical</i>	Chubb USA P.O. Box 5124 Scranton, PA 18505-0556 <b>1 (800) 336-0627</b>
<b>Legal Plan</b>	
<i>Citigroup Legal Benefits Plan</i>	MetLife Legal Plans, Inc. 1111 Superior Avenue Cleveland, OH 44114 <b>1 (800) 821-6400</b>

## Telephone and Website Directory

You can contact many of the vendors through the “health and welfare benefits” option of ConnectOne.

### Telephone

ConnectOne: **1 (800) 881-3938**

- From outside the United States and Puerto Rico: Call the HR Shared Services at **1 (469) 220-9600**. Press 1 when prompted.
- If you use a TDD: Call the Telecommunications Relay Service at 1 (866) 280-2050. Then call ConnectOne at **1 (800) 881-3938**.

### Web

If you have intranet or Internet access, you can review many of your benefits and obtain benefits information and enroll through on Your Benefits Resources™ (YBR™) through the My Total Compensation and Benefits website at **www.totalcomponline.com**, available from the Citi intranet and the Internet.

For information about these topics, plans or programs	Contact	Telephone number/website
<b>COBRA coverage</b> (Consolidated Omnibus Budget Reconciliation Act)	Citi Benefits Center	Call ConnectOne at <b>1 (800) 881-3938</b> . From the “benefits” menu, choose the “health and insurance benefits” option and then the “health care including COBRA” option and then speak to a Citi Benefits Center representative.
<b>Medical</b>	Triple-S	<b>1 (787) 774-6098 or 1 (787) 774-6060</b> <b>www.ssspr.com</b>
<b>Dental</b>	Triple-S	<b>1 (787) 774-6098 or 1 (787) 774-6060</b> <b>www.ssspr.com</b>
<b>Vision Care Plan</b>	Aetna	<b>1 (877) 787-5354</b> Members: <b>www.aetnavision.com</b>
<b>Insurance</b> <ul style="list-style-type: none"> <li>• Basic Life insurance</li> <li>• Basic Accidental Death and Dismemberment (AD&amp;D) insurance</li> </ul>	Citi Benefits Center	Call ConnectOne at <b>1 (800) 881-3938</b> . From the “benefits” menu, choose the “health and insurance benefits” option and then speak to a Citi Benefits Center representative.
<b>Group Universal Life (GUL) insurance</b>	MetLife	<b>1 (888) 830-7380</b>
<b>Supplemental AD&amp;D insurance</b>	MetLife	<b>1 (888) 830-7380</b>
<b>Disability/FMLA</b>	MetLife	For Short-Term Disability (STD), Long-Term Disability (LTD) and Family and Medical Leave Act (FMLA) information To report a disability or FMLA leave, choose the “disability” option of ConnectOne. You also can report a disability by calling MetLife directly. <b>1 (800) 826-0547</b>
<b>Prescription Drug Program</b>	Triple-S	<b>1 (800) 345-1985 (English)/ 1 (800) 778-5427 (Spanish)</b> regarding mail order <b>1 (787) 774-6098 or 1 (787) 774-6060</b> regarding retail scripts
<b>Total Compensation website</b>	My Total Compensation and Benefits	<b>www.totalcomponline.com</b>
<b>Be Well Program</b>	TELUS Health	<b>1 (800) 952-1245</b> <b>one.telushealth.com</b> User ID: bewell, password: livewell



## Legal and Administrative Information

For information about these topics, plans or programs	Contact	Telephone number/website
Work/Life	TELUS Health	<b>1 (800) 952-1245</b> <b>one.telushealth.com</b> User ID: bewell, password: livewell
MetLife Legal Plans	MetLife Legal Plans  Family First	<b>1 (800) 821-6400</b> members.legalplans.com <b>1 (800) 821-6400</b> Members: <b><a href="https://member.legalplans.com">https://member.legalplans.com</a></b> . Select "Caregiving Support & Resources" to be redirected to the Family First home page

This document is intended to provide a brief overview of your benefits. Citigroup reserves the right to change or to discontinue any or all of the benefits coverage or programs described here at any time. No statement in this or any other document and no oral representation shall be construed as waiving this right. The Plan Administrator, except to the extent not delegated to the Claims Administrator, has the sole discretion to interpret all of the provisions contained here, including the discretion to interpret the terms of eligibility for any of the benefits provided. Any such interpretation may only be relied upon if in writing from the Plan Administrator. Nothing in this or any other benefits documents or any oral representation should be construed as a guarantee of employment for any period of time.

# Glossary

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Definitions of certain terms used in this Handbook are included in this section.

## Coinsurance

The portion of a covered expense that a participant pays after satisfying the deductible. For example, if a plan pays 90% of certain covered expenses, coinsurance for these expenses is 10%.

## Covered expenses

Medical and related costs, incurred by participants that qualify for reimbursement under the terms of the insurance contract.

## Health Insurance Portability and Accountability Act of 1996 (HIPAA)

A U.S. law designed to, among other things, ensure the portability of health insurance coverage and the ability to add family members to health coverage, as well as protect the privacy and security of health information.

## In-network provider

A health care provider on a list of providers preselected by the insurer. The insurer will offer discounted coinsurance or copayments, to a plan member to utilize in-network providers and facilities.

## Maximum allowed amount (MAA)

Any charge that, for services rendered by or on behalf of an out-of-network physician, does not exceed the amount determined by the Claims Administrator in accordance with the applicable fee schedule. This amount is determined by taking into account all pertinent factors including:

- The complexity of the service;
- The range of services provided; and
- The geographic area where the provider is located.

How MAA is calculated varies depending on which plan option you are enrolled in and which carrier you have. Contact your plan for more details.

## Medically necessary or medical necessity

Health care services and supplies that are determined by the Claims Administrator to be medically appropriate and:

- Necessary to meet the basic health needs of the covered person;
- Rendered in the most cost-efficient manner and type of setting appropriate for the delivery of the service or supply;
- Consistent in type, frequency and duration of treatment with scientifically based guidelines of national medical, research or health care coverage organizations or governmental agencies that are accepted by the Plan;
- Consistent with the diagnosis of the condition;
- Required for reasons other than the convenience of the covered person or his or her physician;
- Must be provided by a physician, hospital or other covered provider under the Plan;

- With regard to an inpatient, it must mean the patient's illness or injury requires that the service or supply cannot be safely provided to that person on an outpatient basis;
- It must not be primarily scholastic, vocational training, educational or developmental in nature or experimental or investigational;
- Demonstrated through prevailing peer-reviewed medical literature to be either:
  - Safe and effective for treating or diagnosing the condition or sickness for which their use is proposed; or
  - Safe with promising efficacy:
    - For treating a life-threatening sickness or condition;
    - In a clinically controlled research setting; and
    - Using a specific research protocol that meets standards equivalent to those defined by the National Institutes of Health.

(For the purpose of this definition, the term "life-threatening" is used to describe sicknesses or conditions that are more likely than not to cause death within one year of the date of the request for treatment.)

The fact that a physician has performed or prescribed a procedure or treatment or the fact that it may be the only treatment for a particular injury, sickness, mental illness or pregnancy does not mean that it is medically necessary as defined above. The definition of medically necessary used in this document relates only to coverage and differs from the way in which a physician engaged in the practice of medicine may define medically necessary. The Plans Administration Committee may delegate the discretionary authority to determine medical necessity under the Plans. No benefit will be paid for services that are not considered medically necessary.

### Out-of-pocket maximum

Total payments (copays and coinsurance) toward eligible expenses that a covered person pays for himself or herself and/or dependents as defined by the contract.

Once the maximum out-of-pocket amount has been met, the Plan will pay 100% of maximum allowed amount (MAA) charges. If the expenses incurred are higher than the MAA amount, the individual receiving the service is responsible for paying the difference even if the out-of-pocket maximum has been reached.

### Precertification

A requirement that a participant calls his or her health plan option before seeking certain treatment. The Claims Administrator will help determine whether certain covered services and supplies are medically necessary (based on diagnosis and procedure codes and clinical information).

Obtaining an authorization means that the insurer is obligated to pay for the service, assuming it matches what was authorized.

No benefit will be paid for services that are not considered medically necessary.

### Pre-existing condition

An injury, sickness or pregnancy for which — in the three months before the effective date of coverage — a participant received medical treatment, consultation, care or services; took prescription medications or had medications prescribed; or had symptoms that would cause a reasonably prudent person to seek diagnosis, care or treatment.



## Legal and Administrative Information

### Preventive care

Routine care exams based on guidelines from the American Medical Association, the United States Preventive Care Task Force, the Advisory Committee on Immunization Practices that has been adopted by Director of the Centers for Disease Control and Prevention, the Comprehensive Guidelines Supported by the Health Resources and Services Administration, and doctor recommendations. Covered expenses include routine physical exams (including well-woman and well-child exams), routine cancer screenings and immunizations. See “Preventive Care” on page 27.

### Provider

A health care provider is an individual or an institution that provides preventive, curative, promotional or rehabilitative health care services in a systematic way to individuals, families or communities. An individual health care provider may include, but is not limited to, a health care professional, physician assistant, nurse practitioner, chiropractor an institution, facility, primary care center, patient-centered medical home, clinic, ambulatory surgical center, outpatient center, urgent care center or pharmacy.

### Wellness services

See “Preventive Care” on page 27.

## Additional medical coverage definitions

The following definitions apply to benefits provided under the Citigroup Health and Benefit Plan, unless clearly indicated otherwise.

### Accredited school or college

An accredited secondary school, junior college, college or university or a state or federally accredited trade or vocational school.

### Ambulatory surgical center

A specialized facility established, equipped, operated and staffed primarily to perform surgical procedures and that fully meets one of the following two tests:

- It is licensed as an ambulatory surgical center by the regulatory authority having responsibility for the licensing under the laws of the jurisdiction in which it is located; or
- Where licensing is not required, it meets all of the following requirements:
  - It is operated under the supervision of a licensed doctor of medicine (MD) or doctor of osteopathy (DO) who devotes full time to supervision and permits a surgical procedure to be performed only by a duly qualified physician who, at the time the procedure is performed, is privileged to perform the procedure in at least one hospital in the area;
  - In all cases, except those requiring only local infiltration anesthetics, it requires that a licensed anesthesiologist administer the anesthetic or supervise an anesthesiologist who is administering the anesthetic and that the anesthesiologist or anesthesiologist remain present throughout the surgical procedure;
  - It provides at least one operating room and at least one post-anesthesia recovery room;
  - It is equipped to perform diagnostic X-ray and laboratory exams or has arranged to obtain these services;
  - It has trained personnel and necessary equipment to handle emergency situations;
  - It has immediate access to a blood bank or blood supplies;

- It provides the full-time services of one or more registered nurses (RN) for patient care in the operating rooms and in the post-anesthesia recovery room; and
- It maintains an adequate medical record for each patient, the record to contain an admitting diagnosis including, for all patients except those undergoing a procedure under local anesthesia, a preoperative exam report, medical history and laboratory tests and/or X-rays, an operative report and a discharge summary.

An ambulatory surgical center that is part of a hospital, as defined herein, will be considered an ambulatory surgical center for the purposes of the Plan.

### Birth center

A specialized facility that is primarily a place for delivery of children following a normal uncomplicated pregnancy and that fully meets one of the following two tests:

- It is licensed by the regulatory authority having responsibility for the licensing under the laws of the jurisdiction in which it is located; or
- It meets all of the following requirements:
  - It is operated and equipped in accordance with any applicable state law;
  - It is equipped to perform routine diagnostic and laboratory exam, such as hematocrit and urinalysis, for glucose, protein, bacteria and specific gravity;
  - It has available, to handle foreseeable emergencies, trained personnel and necessary equipment, including, but not limited to, oxygen, positive pressure mask, suction, intravenous equipment, equipment for maintaining infant temperature and ventilation and blood expanders;
  - It is operated under the full-time supervision of a licensed doctor of medicine (MD), doctor of osteopathy (DO) or registered nurse (RN);
  - It maintains a written agreement with at least one hospital in the area for immediate acceptance of patients who develop complications;
  - It maintains an adequate medical record for each patient, the record to contain prenatal history, prenatal exam, any laboratory or diagnostic tests and a postpartum summary; and
  - It is expected to discharge or transfer patients within 24 hours following delivery unless medically necessary.

A birth center that is part of a hospital, as defined herein, will be considered a birth center for the purposes of the Plan.

### Brand-name drug

A drug that is under patent by its original innovator or marketer.

### Calendar year

January 1 through December 31 of the same year. For new enrollees, the calendar year is the effective date of their enrollment through December 31 of the same year, unless otherwise provided in the Annual Enrollment materials.

### Center of Excellence (COE)

A health care facility that is identified as providing the most efficient and best quality of care. COEs often produce the best health outcomes.

## Legal and Administrative Information

### Chiropractic care

Skeletal adjustments, manipulation or other treatment in connection with the detection and correction by manual or mechanical means of structural imbalance or subluxation in the human body. Such treatment is done by a physician to remove nerve interference resulting from, or related to, distortion, misalignment or subluxation of, or in, the vertebral column. The following are not considered to be chiropractic care: Chiropractic appliances, services related to the diagnosis and treatment of jaw joint problems such as temporomandibular joint (TMJ) syndrome or craniomandibular disorders or services for treatment of strictly non-neuromusculoskeletal disorders.

### Claims Administrator

Triple-S and any other party designated as a claims fiduciary pursuant to a contractual relationship and as authorized by the Plans Administration Committee of Citigroup Inc. The Claims Administrator does not insure the benefits described in this document.

### Comprehensive outpatient rehabilitation facility

A facility that is primarily engaged in providing diagnostic, therapeutic and restorative services to outpatients for the rehabilitation of injured or sick persons and that fully meets one of the following two tests:

- It is approved by Medicare as a comprehensive outpatient rehabilitation facility; or
- It meets all of the following tests:
  - It provides at least the following comprehensive outpatient rehabilitation services:
    - Services of physicians who are available at the facility on a full- or part-time basis;
    - Physical therapy; and
    - Social or psychological services;
  - It has policies established by a group of professional personnel (associated with the facility), including one or more physicians to govern the comprehensive outpatient rehabilitation services it furnishes and provides for the carrying out of such policies by a full- or part-time physician;
  - It has a requirement that every patient must be under the care of a physician; and
  - It is established and operates in accordance with the applicable licensing and other laws.

### Cosmetic surgery

Medically unnecessary surgical procedures, usually, but not limited to, plastic surgery directed toward preserving beauty or correcting scars, burns or disfigurements.

### Covered family members or covered person

The employee and the employee's legal spouse and/or dependent children, or qualified domestic partner/civil union partner who are covered under the Plan.

### Designated transplant facility

A facility designated by the Claims Administrator to render medically necessary covered services and supplies for qualified procedures under the Plan.

## Emergency care

An “Emergency Condition” is a medical or behavioral condition of sudden onset that manifests itself by symptoms of sufficient severity (including severe pain) that a prudent lay person, possessing an average knowledge of medicine and health could reasonably expect the absence of immediate medical attention to result in:

- Placing the health of the person afflicted with such condition in serious jeopardy; or in the case of a behavioral condition placing the health of such a person or others in serious jeopardy;
- Serious impairment to such person’s bodily function;
- Serious dysfunction of any bodily organ or part of such person; or
- Serious disfigurement of such person.

## ERISA

The Employee Retirement Income Security Act of 1974, as amended.

## Experimental, investigational or unproven services

This includes any medical, surgical, diagnostic, psychiatric, substance use or other health care services, technologies, supplies, treatments, procedures, drug therapies or devices that, at the time the Plan makes a determination regarding coverage in a particular case, are determined to be:

- Not approved by the U.S. Food and Drug Administration (FDA) to be lawfully marketed for the proposed use and not identified in the American Hospital Formulary Service or the United States Pharmacopoeia Dispensing Information as appropriate for the proposed use;
- Subject to review and approval by any institutional review board for the proposed use;
- The subject of an ongoing clinical trial that meets the definition of a Phase 1, 2 or 3 clinical trial set forth in FDA regulations, regardless of whether the trial is actually subject to FDA oversight; and
- Not demonstrated through prevailing peer-reviewed medical literature to be safe and effective for treating or diagnosing the condition or illness for which its use is proposed.

The Claims Administrator, in its judgment, may deem an experimental, investigational or unproven service covered under the Plan for treating a life-threatening sickness or condition if it is determined by the Claims Administrator that the experimental, investigational or unproven service at the time of the determination:

- Is proven to be safe with promising efficacy;
- Is provided in a clinically controlled research setting; and
- Uses a specific research protocol that meets standards equivalent to those defined by the National Institutes of Health.

(For purposes of this definition, the term “life-threatening” is used to describe sicknesses or conditions that are more likely than not to cause death within one year of the date of the request for treatment.)

## Fiduciary

A person who exercises discretionary authority or control over management of the Plan or the disposition of its assets, renders investment advice to the Plan or has discretionary authority or responsibility in the administration of the Plan. The “named fiduciary” for the Plan is the Plans Administration Committee of Citigroup Inc., except to the extent fiduciary authority has been delegated by this document or otherwise to Claims Administrators or others.

## Legal and Administrative Information

### Generic drug

Equivalent medications that contains the same active ingredient and are subject to the same rigid FDA standards for quality, strength and purity as their brand-name equivalents. Generic drugs are less expensive than brand-name drugs.

### Home health care agency

An agency or organization that provides a program of home health care and meets one of the following three tests:

- It is approved under Medicare;
- It is established and operated in accordance with the applicable licensing and other laws; or
- It meets all of the following tests:
  - Its primary purpose is to provide a home health care delivery system bringing supportive services to the home;
  - It has a full-time administrator;
  - It maintains written records of services provided to the patient;
  - Its staff includes at least one registered nurse (RN) or it has nursing care by an RN available; and
  - Its employees are bonded, and it maintains malpractice insurance.

### Hospice

An agency that provides counseling and incidental medical services for a terminally ill individual. Room and board may be provided. The agency must meet one of the following three tests:

- It is approved by Medicare as a hospice;
- It is licensed in accordance with any applicable state laws; or
- It meets the following criteria:
  - It provides 24/7 service;
  - It is under the direct supervision of a duly qualified physician;
  - It has a nurse coordinator who is an RN with four years of full-time clinical experience. Two of these years must involve caring for terminally ill patients;
  - The main purpose of the agency is to provide hospice services;
  - It has a full-time administrator;
  - It maintains written records of services given to the patient; and
  - It maintains malpractice insurance coverage.

A hospice that is part of a hospital will be considered a hospice for purposes of the Plan.

### Hospital

An institution engaged primarily in providing medical care and treatment of sick and injured persons on an inpatient basis at the patient's expense and fully meets one of the following three tests:

- It is accredited as a hospital by the Joint Commission on Accreditation of Healthcare Organizations;
- It is approved by Medicare as a hospital; or

- It meets all of the following tests:
  - It maintains, on the premises, diagnostic and therapeutic facilities for surgical and medical diagnosis and treatment of sick and injured persons by or under the supervision of a staff of duly qualified physicians;
  - It continuously provides, on the premises, 24/7 nursing service by or under the supervision of registered graduate nurses; and
  - It is operated continuously with organized facilities for operative surgery on the premises.

### In-network pharmacy

A registered and licensed pharmacy, including a mail-order pharmacy that participates in the network.

### In-network provider

A provider that participates in the health plan network in which you enrolled.

### Infertile or Infertility

The condition of a presumably healthy covered person who is unable to conceive or produce conception after:

- For a woman who is under 35 years of age: 1 year or more of timed, unprotected coitus or 12 cycles of artificial insemination; or
- For a woman who is 35 years of age or older: 6 months or more of timed, unprotected coitus or 6 cycles of artificial insemination.

### Injury

An accidental physical injury to the body caused by unexpected external means.

### Intensive care unit

A separate, clearly designated service area maintained within a hospital solely for the care and treatment of patients who are critically ill. This also includes what is referred to as a “coronary care unit” or an “acute care unit.” It has facilities for special nursing care not available in regular rooms and wards of the hospital, special life-saving equipment that is immediately available at all times, at least two beds for the accommodation of the critically ill and at least one RN in continuous and constant attendance 24/7.

### Licensed counselor

A person who specializes in mental health and chemical dependency treatment and is licensed as a Licensed Clinical Social Worker (LCSW) by the appropriate authority.

### Lifetime

A word appearing in the Plan in reference to benefit maximums and limitations. Lifetime is understood to mean the period of time in which a participant and his or her eligible dependents are covered under the Plan. Under no circumstances does lifetime mean during the entire lifetime of the covered individual, unless covered by the plan at date of death.

### Medicare

The Health Insurance for the Aged and Disabled program under Title XVIII of the Social Security Act.

## Legal and Administrative Information

### Mental health and chemical dependency treatment

Treatment for both of the following:

- Any sickness identified in the current edition of The Diagnostic and Statistical Manual of Mental Disorders (DSM), including a psychological and/or physiological dependence or addiction to alcohol or psychoactive drugs or medications, regardless of any underlying physical or organic cause; and
- Any sickness for which the treatment is primarily the use of psychotherapy or other psychotherapeutic methods.

All inpatient services, including room and board, given by a mental health facility or area of a hospital that provides mental health or substance use treatment for a sickness identified in the DSM, are considered mental health and chemical dependency treatment, except in the case of multiple diagnoses.

If there are multiple diagnoses, only the treatment for the sickness that is identified in the DSM is considered mental health and chemical dependency treatment.

Detoxification services given prior to and independent of a course of psychotherapy or substance use treatment is not considered mental health and chemical dependency treatment.

Prescription drugs are not considered mental health and chemical dependency treatment.

### Morbid obesity

A diagnosed condition in which the body weight exceeds the medically recommended weight by either 100 pounds or is twice the medically recommended weight in the most recent body mass index (BMI) tables for a person of the same height, age and mobility as the covered person.

### Non-preferred brand-name drug

A brand-name drug that is not a formulary drug. See the definition of preferred brand-name drug.

### Nurse-midwife

A person licensed or certified to practice as a nurse-midwife and who fulfills both of these requirements:

- Licensed by a board of nursing as an RN; and
- Has completed a program approved by the state for the preparation of nurse-midwives.

### Nurse-practitioner

A person who is licensed or certified to practice as a nurse-practitioner and fulfills both of these requirements:

- Licensed by a board of nursing as an RN; and
- Has completed a program approved by the state for the preparation of nurse-practitioners.

### Occupational therapy

Services that improve the patient's ability to perform tasks required for independent functioning when the function has been temporarily lost and can be restored.

### Other services and supplies

Services and supplies furnished to the individual and required for treatment, other than the professional services of any physician and any private-duty or special nursing services (including intensive nursing care by whatever name called).

### Out-of-network hospital

A hospital (as defined) that does not participate in the Plan's network in which you enrolled.

### Out-of-network pharmacy

A pharmacy other than an Express Scripts network pharmacy.

### Out-of-network provider

A provider that does not participate in the Plan's network in which you enrolled.

### Outpatient care

Treatment including services, supplies and medicines provided and used at a hospital under the direction of a physician to a person not admitted as a registered bed patient or services rendered in a physician's office, laboratory or X-ray facility, an ambulatory surgical center or the patient's home.

### Physical therapy

Services that are designed to restore an individual to a level of function present prior to an illness or accidental injury.

### Physician

A legally qualified and licensed:

- Doctor of Medicine (MD);
- Doctor of Chiropractic (DPM; DSC);
- Doctor of Chiropractic (DC);
- Doctor of Dental Surgery (DDS);
- Doctor of Medical Dentistry (DMD);
- Doctor of Osteopathy (DO); or
- Doctor of Podiatry (DPM).

### Plan Administrator

The Plans Administration Committee of Citigroup Inc.

### Plan year

January 1 - December 31.

### Preadmission tests

Tests performed on a covered person in a hospital before confinement as a resident inpatient provided the tests meet all of the following requirements:

- The tests are related to the performance of scheduled surgery;
- The tests have been ordered by a physician after a condition requiring surgery has been diagnosed and hospital admission for surgery has been requested by the physician and confirmed by the hospital; and
- The covered person is subsequently admitted to the hospital, or the confinement is canceled or postponed because a hospital bed is unavailable or because there is a change in the covered person's condition that precludes the surgery.



## Legal and Administrative Information

### Preferred brand-name drug

A drug that is prescribed from a list of medications preferred for its clinical effectiveness and opportunity to help contain health care costs. Preferred drugs are part of an incentive program to help control the costs of care and are frequently called formulary drugs.

### Prescription drugs

Any drugs that cannot be dispensed without a doctor's prescription. The following will be considered prescription drugs:

- Federal legend drugs. This is any medicinal substance that the federal Food, Drug, and Cosmetic Act requires to be labeled "Caution - federal law prohibits dispensing without prescription";
- Drugs that require a prescription under state law but not under federal law;
- Compound drugs having more than one ingredient; at least one of the ingredients has to be a federal legend drug or a drug that requires a prescription under state law;
- Injectable insulin; and
- Needles and syringes.

### Primary care physician (PCP)

A physician in general practice or who specializes in pediatrics, family practice or internal medicine who has agreed with the Claims Administrator to act as the entry point to the health care delivery system and may coordinate the member's care. The PCP is not an agent or employee of the Claims Administrator or Citigroup Inc.

### Psychiatrist

A physician who specializes in mental, emotional or behavioral disorders.

### Psychologist

A person who specializes in clinical psychology and fulfills one of these requirements:

- Licensed or certified as a psychologist or
- A member or fellow of the American Psychological Association, if there is no government licensure or certification required.

### Rehabilitation facility

A facility accredited as a rehabilitation facility by the Commission on Accreditation of Rehabilitation Facilities.

### Residential treatment center

A facility that provides a program of effective mental health and chemical dependency treatment and meets all of the following requirements:

- It is licensed and operated in accordance with applicable state and federal laws;
- It provides a program of treatment approved by a physician and the Claims Administrator;
- It has or maintains a written, specific and detailed regimen requiring full-time residence and full-time participation by the patient;
- It provides at least the following basic services:
  - Room and board (to the extent that this Plan provides inpatient benefits at a Treatment Center);

- Evaluation and diagnosis;
- Counseling by a licensed provider; and
- Referral and orientation to specialized community resources.

Treatment centers that qualify as a hospital are covered as a hospital and not as a treatment center.

### Room and board

Room, board, general-duty nursing, intensive nursing care by whatever name called and any other services regularly furnished by the hospital as a condition of occupancy of the class of accommodations occupied but not including professional services of physicians or special nursing services rendered outside of an intensive care unit by whatever name called.

### Self-insured or self-funded plan

A plan in which no insurance company or service plan collects premiums and assumes risk.

### Sickness

Bodily disorder or disease. The term “sickness” used in connection with newborn children will include congenital defects and birth abnormalities, including premature births.

### Skilled nursing facility

A facility that meets the following tests:

- It is licensed and operated under the applicable state and federal laws;
- It is under the supervision of a licensed physician or RN who is devoting full time to supervision;
- It is regularly engaged in providing room and board and continuously provides 24/7 skilled nursing care of sick and injured persons at the patient’s expense during the convalescent stage of an injury or sickness;
- It maintains a daily medical record of each patient who is under the care of a licensed physician and is:
  - Credentialed by the Claims Administrator, or
  - Certified by Medicare, or
  - Accredited by The Joint Commission (TJC) or The Commission on Accreditation of Rehabilitation Facilities (CARF);
- It is authorized to administer medication to patients on the order of a licensed physician;
- It is not, other than incidentally, a home for the aged, the blind or the deaf; a hotel; a domiciliary care home, a maternity home; and
- It does not include institutions that primarily provide for the care and treatment of mental health disorders or substance use disorders as governed by the Plan’s provisions for residential treatment facilities or centers.

A skilled nursing facility that is part of a hospital will be considered a skilled nursing facility for the purposes of the Plan.

### Specialty drug

A drug for the treatment of complex chronic diseases, such as, but not limited to, multiple sclerosis, hemophilia, cancer and rheumatoid arthritis.

## Legal and Administrative Information

### Urgent care

Conditions or services that are non-preventive or non-routine and are needed to prevent the serious deterioration of a member's health following an unforeseen illness, injury or condition. Urgent care includes conditions that could not be adequately managed without immediate care or treatment but do not require the level of care provided in the emergency room.

### Urgent care facility/center

A facility dedicated to the delivery of medical care outside of a hospital emergency department, usually on an unscheduled, walk-in basis. Urgent care centers are primarily used to treat patients who have an injury or illness that requires immediate care but is not serious enough to warrant a visit to an emergency room.