

IMPORTANT INFORMATION FOR EXITING TEAM MEMBERS

Please carefully review the following information to learn how your pay and benefits will be handled once you leave Commerce, and to learn what items you need to return, and how to access your employment information after your employment ends.

BENEFITS

If you enrolled in one or more of the group insurance/ benefit plans offered, **please read the following information carefully.** It is very important that you understand how your change in employment status will affect your coverage and participation under the plans.

Medical, Dental and Vision Plans

Your coverage in the Medical, Dental and/or Vision plans will end at the end of the month in which your termination date occurs.

Medical, Dental and/or Vision coverage may be temporarily continued according to provisions of COBRA for a maximum period of 18 months. To do so you must pay the total premium plus a service fee each month. You can make separate decisions regarding COBRA conversion for your Medical, Dental and/or Vision coverage; you need not convert all of your coverage unless you wish to do so. **See below for more information on COBRA and pricing.**

You should receive enrollment papers for the COBRA plans at your home within 30 days of the end of your coverage. Your coverage will end on the date indicated above and will be reinstated upon completion of the paperwork and payment of the premium. You should expect a gap in your coverage until this is completed at which time coverage will be reinstated retroactively to the original date coverage ended.

Health Savings Accounts (HSA)

For information regarding your Health Savings Account, please contact the Fidelity HSA Customer Service at (800) 544-3716.

Flexible Spending Plans

You may file claims for eligible expenses for **60 days from your termination date.** Any unused funds after 60 days will be forfeited.

Qualified medical expenses must be incurred on or prior to your termination date to be eligible.

Flexible Spending Accounts may be temporarily continued in accordance to the provisions of COBRA. To do so, you must continue to pay your monthly contribution. You **do not** retain the pre-tax advantage for these allocations since they will not be payroll deducted.

Life Insurance – Basic Life, Supplemental Life, and Dependent Life

Coverage ceases at midnight on your last day of work.

Our insurance carrier offers options for continuing life insurance after your employment ends. If you are interested in continuing your life insurance coverage, please contact Securian at (866) 365-2374; Company Code: 70283; Key Access: commerce.

Long Term Disability

Coverage ends at midnight on your last day of work.

PIP (Participating Investment Plan)

If you are a participant in the 401k (PIP) plan you can request your PIP distribution through Fidelity at 800-835-5095. If you have \$5,000 or more in the PIP, you have the option of leaving your funds in the plan. The distribution will consist of participant's contribution and earnings on those contributions, as well as the portion of company matching contribution in which the participant was vested and earnings on those contributions.

The following vesting schedule applicable to company contributions:

<u>Years of vesting service</u> *	<u>Vesting</u>
Less than 3 years	0%
3 or more years	100%

*You are credited with a year of vesting service for each year in which you work 1,000 or more hours.

Participants are always 100% vested in the value of their own contributions.

An account statement will come with the distribution and include tax information. It is important that this form be retained with your records. For inquiries about your balance or to review your account contact Fidelity at 800-835-5095 or 401k.com.

Commerce Bancshares, Inc. Retirement Plan

If you worked for Commerce in 2003 or prior, you may be a vested participant in the Commerce Bancshares, Inc. Restated Retirement Plan. If you were a participant in the plan you will be notified in approximately 30 days regarding your retirement benefit.

The vesting schedule for the Commerce Bancshares Retirement Plan is as follows:

<u>Years of Vesting Service</u>	<u>% Vested</u>
Less than 5 years	0%
5 or more years	100%

Critical Illness Plan – MetLife**Accident Insurance Plan – MetLife****Hospital Indemnity Plan - MetLife**

If you are currently participating in either plan, the coverage is portable and can be continued after your termination date. If you are interested in continuing your coverage you should contact MetLife Customer Service at (880) 438-6388 to begin the process. You should start the process within a month of your termination date.

Long Term Care Insurance – UNUM

If you are currently participating in this plan, the coverage is portable and can be continued after your termination date. If you are interested in continuing your coverage you should contact the plan broker, American Medicare Counselors, at (314) 890-9200 to begin the process. You should start the process within a month of your termination date.

ID Theft Protection

Your coverage in the ID Theft Protection Plan will end at the end of the month in which your termination date occurs

Free Checking Account Privilege

If you have a checking account, and are not retiring from Commerce Bank, it will remain free of service charges until your statement cycle ends. At that time, all service charges normally associated with the type of account you have will begin.

Stock Options

If you were awarded Stock Appreciation Rights (SARs) or Restricted Stock Awards (RSAs) during your time with Commerce, the change in your employment status will affect your retention of these awards. For voluntary or involuntary (for cause) terminations, all outstanding awards, vested and unvested, are forfeited on your termination date. You have the right to exercise any vested (exercisable) SARs prior to your termination date. If you retire, are subject of a reduction in force, are leaving due to a disability, or are the beneficiary of an employee that has passed away, please refer to the stock grant agreement for provisions and contact your Talent Management Consultant for additional questions.

Questions

If you have any questions about your benefits after termination, please contact your local Talent Management team or Commerce Benefits at 800-292-1601.

PAY

Vacation Pay

Vacations are a benefit provided to individuals who have met minimum seniority requirements. Vacations are not earned the previous year, but rather are provided as a benefit to be taken some time during each year.

Terminal vacation pay will be granted based upon the schedule outlined below minus vacation time already used in the current calendar year provided all the following conditions are met:

The individual is eligible for vacation and has at least one year of service, a full two-week resignation notice has been given or the individual is being terminated due to position elimination or staff reduction and the individual is not being terminated for poor performance, policy violation or other disciplinary reasons. However, Commerce will always fully comply with applicable state laws in determining eligibility for terminal vacation pay.

The amount of vacation will be adjusted for individuals not on the 5-day, 40-hour workweek to be equivalent.

Team members who are dismissed as a result of position elimination or reduction in force are to be paid for all unused vacation days remaining in the calendar year in which they terminate or retire.

Terminal Vacation Schedule

Days Annually eligible for	12	13	14	15	16	17	18	19	20	21	22	23
Date of Termination												
Jan - June	6	7	7	8	8	9	9	10	10	11	11	12
July - Dec	12	13	14	15	16	17	18	19	20	21	22	23

Terminal Vacation at Retirement

If a team member retires at age 60 or older, the amount of vacation they receive upon termination uses the following schedule:

- If the team member who at least 60 years of age when they retire are eligible to have all their unused vacation paid out at retirement provided, they work at least one (1) day in the calendar year they retire.
- If a team member retires prior to the age of 60, additional information from your Talent Management Consultant needed.
- Commerce will always fully comply with applicable state laws in determining eligibility for terminal vacation pay.

Purchased Vacation

If you purchased additional vacation days, but did not use them, you will be paid the full value of those days on your final paycheck at the same hourly rate at which the days were originally purchased. If you used all the purchased vacation days, any remaining balance due will be deducted from your final paycheck, unless prohibited by applicable law.

Floating Holidays

Floating holidays provided but not yet taken will be paid to team members who leave voluntarily and give a two-week notice.

Final Paycheck

Your final paycheck will be paid to you per your election in Workday. For full time team members - **remember you are paid current**. This means that your final paycheck will pay you through your last day of employment, with any additions or corrections from your time card for non-exempt team members. The time card you submit to payroll is used only for **adjustments**, not the total hours listed on the time card. If you are eligible for vacation payout this will also be on your final paycheck. Incentives will be paid as per plan provisions.

Education Assistance

If you are a participant in the Education Assistance program supported by Tuition.io (formerly Wiley Beyond), you may be required to reimburse Commerce Bank for the monetary assistance you received as required by the Education Assistance Policy. Repayment will be required if the following service requirements were not met following the most recent reimbursement(s):

Associate's and/or Bachelor's Degree: In order to keep your reimbursement, you will need to work for Commerce for twelve months after the reimbursement of each course.

Master's Degree: In order to keep your reimbursement, you will need to work for Commerce for 18 months after the reimbursement of each course.

Failure to meet the service requirements under the plan will require reimbursement of the funds received. These funds should be remitted within 30 days by check payable to Commerce Bank and sent to:

Commerce Bank
1000 Walnut St, BB7-1
Kansas City, MO 64106

For questions regarding reimbursement please contact your Talent Management Consultant.

Workday Access

- Please notify Talent Management Support at TalentManagementSupport@CommerceBank.com for password reset, W-2 information, address changes, and questions. You will need your employee ID for identification.
- You will have access to view Payslips, W-2's and Contact Information for two years
- For future communication purposes we'd highly recommend that you update your primary email address to your personal email address in Workday. This change can be completed on your last day or immediately following your term date.

EMPLOYMENT VERIFICATIONS

To ensure consistent handling of employment verification, Commerce uses an automated employment verification service to handle employment verifications, *The Work Number*.

Managers, supervisors, and team members are not allowed to give references or any similar information about current or former team members to callers. If you receive a call requesting a reference, you must refer that caller to *The Work Number* at www.theworknumber.com or 1-800-660-3399. Commerce's Employer Code is: 10204. They will be able to login to the system and validate your employment or income. They must have a permissible purpose for requesting the information, as defined by the Fair Credit Reporting Act (FCRA), and must also have your consumer consent, in order to access your information.

Note: In some instances, you might be asked to provide a Salary Key prior to verifying your income information. A Salary Key is a unique six-digit number that allows one-time access to your income data. In most cases you will have granted consent when signing an application and a Salary Key won't be needed, but if asked to provide a Salary Key, you'll find instructions at: www.theworknumber.com or 800.367.2884

ON YOUR LAST DAY

Return Company Equipment and Bank Property

On your final day you must return all Bank keys, your Bank ID or Access Badge (if used within your market), PC's and any other Bank property and equipment to your manager or the Talent Management Department. These items can be returned to any of the following locations:

- **Kansas City** – Return to your manager.
- **Clayton** – 9th Floor of the Clayton Tower, Attn: Michelle Sacks
- **Wichita** – Waterfront Mailroom, Attn: Jessi Clark
- **Springfield** – Battlefield 2nd Floor, Attn: Jeff Braddock
- **Bloomington** – Bloomington Main Lower Level, Attn: Dale Marten
- **Remote** – Please email [Talent Management Support](#) to coordinate.

If you had access to Bank email on your personal device, delete the app or email account upon leaving.

Purchasing Card/ Corporate Credit Card

You will need to return your card on your last day and provide receipts to your manager or Talent Management Consultant in order to process any charges on your account.

Important COBRA Information

Commerce Bancshares, Inc.

COBRA allows you to continue your Health, Dental, Flex and Vision benefits for yourself and your dependents participating in the plans at the time your employment with Commerce ends.

This notice contains important information on the continuation of your coverage.

- You will receive a COBRA Notification from our administrator, Tri-Star Systems, within 30 days of the end of your coverage.
- If you elect COBRA, return the election notice and make your COBRA payment, coverage will be back dated to start on the first day after your coverage for the regular group plan ended.
- You have a limited time after receiving your COBRA notice to enroll and pay your premium. All deadlines will be included in the notice.
- The duration of COBRA is based on the qualifying event:

18 Months of Coverage for:

- Termination of Employment
- Reduction of Hours
- Retirement

36 Months for Dependents for:

- Divorce or Separation
- Death of Employee
- Child Ceasing to be Dependent
- Employee Eligible for Medicare

2025 COBRA Monthly Premiums

All Premium payments should be made to Tri-Star Systems at the address below.

All correspondence in reference to COBRA continuation and payments should be directed to:

Tri-Star Systems / Attn: COBRA

16253 Swingley Ridge Road, Suite 210

Chesterfield, MO 63107

(314) 576-4022, option # 2 or (800) 727-0182, option # 2

United HealthCare Rates:

Tobacco-Free			
Tier Level	POS/PPO	CDHP 1700/3400	CDHP 2500/5000
EE Only	\$ 754.72	\$ 658.07	\$ 565.12
EE & Spouse	\$ 1,531.02	\$ 1,333.56	\$ 1,146.02
EE & Children	\$ 1,409.41	\$ 1,223.06	\$ 1,045.79
Family	\$ 2,271.86	\$ 2,006.66	\$ 1,756.33

Tobacco Rates			
Tier Level	POS/PPO	CDHP 1700/3400	CDHP 2500/5000
EE Only	\$ 819.72	\$ 723.07	\$ 630.12
EE & Spouse	\$ 1,596.02	\$ 1,398.56	\$ 1,211.02
EE & Children	\$ 1,474.41	\$ 1,288.06	\$ 1,110.79
Family	\$ 2,336.86	\$ 2,071.66	\$ 1,821.33

Blue Cross and Blue Shield Rates:

Tobacco-Free			
Tier Level	POS/PPO	CDHP 1700/3400	CDHP 2500/5000
EE Only	\$ 749.92	\$ 652.64	\$ 560.17
EE & Spouse	\$ 1,518.89	\$ 1,322.51	\$ 1,136.07
EE & Children	\$ 1,398.22	\$ 1,212.89	\$ 1,036.60
Family	\$ 2,253.87	\$ 1,990.37	\$ 1,741.50

Tobacco Rates			
Tier Level	POS/PPO	CDHP 1700/3400	CDHP 2500/5000
EE Only	\$ 814.92	\$ 717.64	\$ 625.17
EE & Spouse	\$ 1,583.89	\$ 1,387.51	\$ 1,201.07
EE & Children	\$ 1,463.22	\$ 1,277.89	\$ 1,101.60
Family	\$ 2,318.87	\$ 2,055.37	\$ 1,806.50

Dental Rates:

Tier Level	MetLife Dental Basic	MetLife Dental Premium
EE Only	\$ 34.12	\$ 37.42
EE & Spouse	\$ 69.99	\$ 76.62
EE & Children	\$ 77.42	\$ 84.78
Family	\$ 118.19	\$ 129.42

Vision Rates:

Tier Level	Vision Service Plan VSP
EE Only	\$ 8.51
EE & Spouse	\$ 17.15
EE & Children	\$ 17.57
Family	\$ 27.58