

COUNTDOWN TO RETIREMENT

Clarifying, Organizing, and Simplifying the financial part of your life

When preparing for Retirement Day, you should start the process at least 36 months in advance.

36 Months prior to Retirement

- ___ Request a written copy of your employer's retirement plan document and distribution options – 401(k), 403(b), 457, 401(a), TSP, Teacher's Retirement, pension, ESOP, etc.
- ___ Research your company's benefits policy for retirees – health insurance, life insurance, long-term care insurance, etc.
- ___ Review any debt you hold. Do not go into retirement with debt.
- ___ Determine a living expense budget for retirement. Where will you live? How much do you need to comfortably live the lifestyle you want?
- ___ If you don't currently have an Investment Advisor – start interviewing immediately. If your primary investable asset is your employer retirement plan, expect to pay an hourly advisory fee or a percentage fee based on the value of your account.
- ___ After hiring an Investment Advisor, request an income plan. This plan will account for your pre-tax monthly income need, inflation, tax rate, other sources of income, time horizon, and desire to leave a legacy.
- ___ Develop an Investment Policy Statement (IPS), based on the income plan built by your Investment Advisor. Your investment asset allocation should be dictated by how much money you need to generate each month.
- ___ Provide your Investment Advisor with contact information for your Advisory Team which should consist of a CPA, Tax Attorney and Trust Attorney at minimum. An Insurance Professional is another great addition to your Advisory Team.
- ___ Develop an action plan with your Investment Advisor for your Advisory Team.
- ___ If you own a business, consider a plan for selling it or closing it down.

24 Months Prior to Retirement

- ___ Begin considering what you will do in retirement. Will you volunteer? Will you perform contract work for a fee? Will you start a business?
- ___ Decide if you will claim Social Security immediately or delay.
- ___ If your house is not already paid off, determine how you will pay it off prior to retirement.
- ___ Review and update your estate plan if necessary.

12 Months prior to Retirement

- ___ Request company retirement forms which are also known as Distribution Forms.
- ___ Look into Life and Health Insurance options, including Long Term Care, if your benefits are not portable from your company.
- ___ Establish your IRA Rollover account with your Investment Advisor 30 to 60 days prior to your retirement date to ensure a smooth monetary transaction.
- ___ Your Investment Advisor's implementation team should review all of your company's rollover paperwork and submit it to the appropriate persons within your company 30 days (or a specified date) prior to your effective retirement date. The implementation team should also conduct the monetary transfer on your behalf to ensure prior taxation or lack thereof is conducted.
- ___ Check with your employer to see if any unused vacation or sick leave time is eligible to be paid out to you as a lump sum payment, or if you are required to use it.
- ___ If you have stock options or employee stock grants, check with your employer how those will be paid out and review the tax ramifications with your Advisory Team.
- ___ Begin planning your retirement party. Some venues require up to a year notice. Get your date as soon as possible.

6-9 Months prior to Retirement

- ___ Work with your Investment Advisor to insure that your income plan will be ready to turn on your first day of retirement. This includes making sure your bank account information is up to date for automated transfers.
- ___ Schedule an appointment with the Social Security Administration to review your benefit options. Make your claim far enough in advance so your first payment begins the first month of your retirement.
- ___ If applying for Social Security, apply for Medicare at the same time.
- ___ If receiving funds from Teacher's Retirement, file your claim now.