



Are You On Track With Your Retirement Plan?

[Client Preferred Name]

As you are approaching your retirement, it is crucial to be thoroughly prepared. Please consider the following steps as you transition to this new phase of life.

Retirement Readiness Checklist:

3 months before you reach age 62

- Explore Social Security filing strategies. Visit the Social Security website (SSA.gov) or your local Social Security office to determine the amount of benefits you'll be eligible to receive, depending on your age at retirement.
- Decide when to begin receiving Social Security benefits. (Full retirement benefits begin at age 66 or 67, depending on the year you were born.)

- Talk with your financial professional about the information you learned on the website or at your Social Security office and determine how your personal circumstances should factor into decisions about when to begin receiving Social Security benefits.

3 months before you reach age 65

- Review your options and apply for Medicare

18 months before retirement

- Meet with our team to review your financial picture and determine whether you're on track to meet your retirement income needs.
 - Review all your investments, including company-sponsored retirement plans, individual Retirement Accounts (IRAs), taxable accounts, and bank accounts, to get a clear picture of your total net worth.
 - Update your projected cash flow and test living on your retirement income
 - Make adjustments to your investment strategy and consolidate accounts as needed.

- Review all debt, including mortgages, home equity lines of credit (HELOCs), credit cards, auto loans and personal loans.

1 year before retirement

- Ask Human Resources for information about the company's retirement policy.

- Determine which company-sponsored benefits are available (healthcare, long-term care, life insurance) and which ones you'll need to provide in retirement so you can find out how much coverage will cost.

3 months before retirement

- Review all investments, including company-sponsored retirement plans, IRAs, taxable accounts, and bank accounts, to estimate your total net worth at retirement. Identify age- and account-specific withdrawal requirements and associated tax implications.

- Meet with our team to review current and future financial situation, determine whether you need to make adjustments to your investment strategy, or establish a withdrawal strategy.

- Check your beneficiary information to ensure that it's accurate.

- Complete any necessary paperwork or online account management steps (for example, setting up direct deposit or recurring account distributions) to implement your withdrawal strategy and associated tax implications.

- If you're not yet eligible for Medicare and your company doesn't provide retiree healthcare benefits, apply for individual healthcare coverage.

- If you can't automatically convert your company-sponsored coverage to individual plans, apply for long-term care and life insurance coverage

Questions for Human Resources

- **Retirement Notification:** Inquire about the formal steps to notify the company of your retirement date and any specific plan requirements.
- **Healthcare Coverage:** Confirm eligibility for retiree healthcare coverage and understand the enrollment process and costs.

- **Retirement Plan:** Understand distribution options and fees.

- **Insurance Conversion:** Check if you can convert company-sponsored life and disability insurance to individual policies.

- **Pension Benefits:** Verify eligibility for pension benefits and understand the application process and payment details.

If you're retiring soon, you need to get the most out of all your sources of income. That could include [strategies for claiming Social Security](#) and traditional pension fund payments, and where applicable, approaches to help you secure or maximize rental income. We can guide you through income options.

You will also find a Countdown to Retirement Guide by clicking [here](#), offering an overview to assist you in this process.

Resources For Each Stage Of Retirement Preparation

Saving For Retirement



Make Your 401(k) Plan Work Harder

Here are three 401(k) plan strategies to consider to help you save for your retirement.

[401\(k\) Strategies](#)



Goals-Based Planning: Stay on Track

Don't worry if you're off track. There are ways to adjust course that are easier than you may think.

[Read More](#)

Transitioning Into Retirement



Retirement Income Planning

Proper, proactive planning is the first step toward bringing your vision of retirement to life.

[Read More](#)



Are You Prepared for Retired Life?

It's important to plan for your time as well as your finances to realize your ideal retirement.

[Read More](#)

Living In Retirement



Health Care Costs in Retirement

Health care costs are rising - especially for retirees, and some may need long-term care.

[Read More](#)



5 Mistakes to Avoid in Retirement

How you plan your finances in retirement may be just as important as the process of saving for retirement.

[Read More](#)

[Signature of Primary CONTACT]

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