



Investment Planners, Inc.
FINRA/SIPC
IPI Wealth Management, Inc.

Planning for Retirement Checklist



Planning for Retirement Checklist

General information	Yes	No	N/A
1. Has relevant personal information been gathered? • Age • Age of spouse or partner • Number of children (and other dependents) and their ages	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Has financial situation been assessed? • Annual income (pretax and after-tax) • Total annual expenses • Total assets and savings to date • Total retirement savings to date • Total liabilities to date • Total yearly contributions to 401(k)s and other employer-sponsored plans • Total yearly contributions to IRAs (Roth and traditional) • Total yearly contributions to other retirement savings vehicles • Health insurance coverage for each spouse • Long-term care insurance coverage for each spouse • Life insurance coverage for each spouse • Disability insurance coverage for each spouse • Wills, beneficiary designations, and other estate planning information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Notes:			
Determining retirement income needs	Yes	No	N/A
1. Has retirement age been determined?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Has life expectancy been estimated in order to project how long retirement will last?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Have clear goals and objectives been established for retirement?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Have those goals been prioritized with other major financial goals, such as paying for children's college?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Have annual retirement expenses been estimated, keeping in mind that those expenses may change from year to year? • Food, clothing, housing • Insurance • Health care • Travel and recreation • Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Have annual retirement income needs been estimated, based on the preceding goals and expenses?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

7. Has expected annual retirement income been estimated? • Social Security • Pensions • Savings and investments (including IRAs and retirement plans) • Job earnings • Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. If a retirement income shortfall is anticipated, has an estimate been made of how much must be saved each year to bridge the gap?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Have inflation, taxes, and conservative rates of return been factored into these estimates?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Notes:			
Saving for retirement	Yes	No	N/A
1. Is a 401(k) plan or other employer-sponsored retirement plan available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. If so, does the employer match employee contributions up to a certain level?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Are contributions made up to the maximum allowed by law, or at least enough to capture the full employer match?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Does the 401(k) or other plan permit Roth contributions? If so, which type of contribution would be more appropriate, Roth or pre-tax?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Has an IRA account been established? • Roth IRAs • Traditional IRAs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. If so, are contributions made up to the maximum allowed by law each year?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. If an IRA account has not been established, would it be appropriate to establish one, and which type?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. If current contributions to IRAs and employer-sponsored plans are not sufficient, are there budgetary steps that can be taken to increase those contributions? • Cut expenses • Decrease savings toward other goals (e.g., education) • Add a second job • Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Are other tools being used to save for retirement? • Annuities • Mutual funds • Stocks and bonds • Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

10. Would these funds be more effective in an employer-sponsored plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. If not, would it be appropriate to add some of these tools to the retirement portfolio?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Is a substantial inheritance expected?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Notes:			
Investment planning	Yes	No	N/A
1. Have the appropriate investments for IRAs and employer-sponsored plans been selected?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Has someone been designated to monitor those investments for performance and make changes when appropriate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Is there an investment portfolio that is designed to build wealth and achieve goals other than retirement?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Has the impact of taxes been taken into account in assembling an investment portfolio?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Have expectations been established for how the retirement portfolio and other investments will perform over the long term?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Is some degree of investment risk acceptable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Has an anticipated annual rate of withdrawal from the portfolio after retirement been established?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Notes:			
Insurance planning	Yes	No	N/A
1. Will adequate health insurance be available to meet potentially high health-care costs during retirement?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Have long-term care insurance and other strategies been considered in case long-term care is needed during retirement?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Have other insurance needs during retirement been considered? • Life • Auto and homeowners • Liability • Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Notes:

Estate planning	Yes	No	N/A
1. Have appropriate beneficiaries been chosen? • Employer-sponsored plans • IRAs • Annuities • Life insurance • Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Have valid wills been executed, including durable power of attorney and advanced medical directives?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Have other estate planning tools and strategies been considered? • Trusts • Gifting assets • Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Notes:

IMPORTANT DISCLOSURES

Broadridge Investor Communication Solutions, Inc. does not provide investment, tax, or legal advice. The information presented here is not specific to any individual's personal circumstances.

To the extent that this material concerns tax matters, it is not intended or written to be used, and cannot be used, by a taxpayer for the purpose of avoiding penalties that may be imposed by law. Each taxpayer should seek independent advice from a tax professional based on his or her individual circumstances.

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