

# Countdown to Retirement

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

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

## 36 Months prior to Retirement

- Request a written copy of your employer's qualified plan and distribution options and research your company's benefits policy for retirees.
- Review any debt you hold. Do not go into retirement with debt.
- Determine a living expense budget for retirement.
- 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 base on the value of your 401K, 403b, TSP, Pension, ESOP, or value of your business.
- Develop an Investment Policy Statement (IPS) – your Investment Advisor can assist with this.
- Provide your Investment Advisor with contact information for your advisory team which should consist of a CPA, Tax Attorney and Trust Attorney at minimum.
- Develop and Action Plan with your Investment Advisor for your Advisory Team.

## 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 advisors 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.