



# Retirement Planning Checklist

Item	Action
<b>What is your game plan?</b>	
When do you plan to retire? If you plan on retiring before year-end, it is important to identify any benefits/compensation/awards that you could be forfeiting.	Review employer compensation/deferred compensation agreements, award documents and vesting schedules.
What do you plan to do? If you intend to work part-time, it may be worthwhile to hang onto certain benefits like portable disability and life insurance.	Review employer disability benefits to determine if any coverage is portable.
Will you need individual health insurance? If you are under age 65, you are not eligible for Medicare yet. Check to see if your company offers COBRA insurance. You can compare and contrast this coverage with individual health plans. If your spouse is still working, you may consider joining his or her plan.	Review employer benefits to determine whether your company offers COBRA insurance. Also research your spouse's plan (if he or she is still working) and individual health insurance plans.
If you are eligible for Medicare, you can sign up for Part A & Part B during your initial Medicare enrollment period which runs for 7 months (3 months before your 65th birthday and 3 months after the month you turn 65).	Enroll online at <a href="https://www.socialsecurity.gov">SocialSecurity.gov</a> or call Social Security at 800-772-1213.
<b>What are your resources?</b>	
Prepare a balance sheet of all assets and liabilities.	Altair will assist with preparing.
Identify Social Security benefits and other guaranteed sources of income in retirement (pensions, annuities etc.) and understand when they begin paying out.	Go to <a href="https://www.ssa.gov/mystatement">www.ssa.gov/mystatement</a> to request a Social Security statement. Review pension and deferred compensation agreements, annuity contracts.
Determine living expenses.	Identify all fixed expenses, discretionary expenses and expected one-time expenses. It is a good idea to budget for future healthcare costs too.
Execute capital sufficiency analysis.	Altair will prepare with proper income, expense and net worth information.



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Employer sponsored retirement plans (401k/PSPs)	Open IRA accounts; Altair will help determine the best option for you, potentially including rolling over the assets to an IRA or leaving them in your employer's plan.
Establish an appropriate cash position to carry forward.	Altair to discuss and advise.
Construct systematic withdrawal plan.	Altair to advise.
<b>Are you still protected?</b>	
Review all individual life and disability insurance and determine how much to keep going forward. In addition it is important to review all group policies to see if any are portable.	Request current in-force illustrations from insurance carriers; ask HR if any policies are portable. Altair can provide analysis of coverage.
Examine your wills, Powers of Attorney and other estate documents to make sure they are still relevant.	Request a copy of current documents from your estate planning attorney.
Prepare for the unexpected.	Identify levers to pull in the event of unforeseen expenses, discuss what you would want to do and the type of care you would want to receive if there was an illness in the family.

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