



# Retirement Preparation Checklist:

As an individual prepares for retirement, it is important to organize all their resources and information. It is very easy to overlook pertinent information that can impact a successful retirement. Utilize this checklist to gather all the necessary information and store in one place. This document is a resource for family members as well as your financial and legal professionals.

| Key Contacts             | Address | Phone |
|--------------------------|---------|-------|
| CPA/Accountant           |         |       |
| Insurance Representative |         |       |
| Attorney                 |         |       |
| Financial Professional   |         |       |

| Assets   | Institution and Details |    |
|--|-------------------------|----|
| <b>Bank, Credit Union, Other Liquid Assets</b>   |                         |    |
| Checking or Savings Account                      |                         | \$ |
| Checking or Savings Account                      |                         | \$ |
| Checking or Savings Account                      |                         | \$ |
| CD Account                                       |                         | \$ |
| CD Account                                       |                         | \$ |
| Savings Bonds                                    |                         | \$ |
| Life Insurance (\$ cash value, \$ death benefit) | \$                      | \$ |
| Life Insurance (\$ cash value, \$ death benefit) | \$                      | \$ |

## Investments

|                       |    |
|-----------------------|----|
| Brokerage Account     | \$ |
| Brokerage Account     | \$ |
| Brokerage Account     | \$ |
| Mutual Fund Account   | \$ |
| Mutual Fund Account   | \$ |
| Mutual Fund Account   | \$ |
| Trust Company Account | \$ |
| Other                 | \$ |

## Retirement, Other Tax-Deferred Assets, Benefit Plans

|   |    |
|---|----|
| IRA/IRA Rollover Account                | \$ |
| IRA/IRA Rollover Account                | \$ |
| IRA/IRA Rollover Account                | \$ |
| Annuity Account                         | \$ |
| Annuity Account                         | \$ |
| Annuity Account                         | \$ |
| 401(k)                                  | \$ |
| 401(k)                                  | \$ |
| 401(k)                                  | \$ |
| 403(b)/457 Account                      | \$ |
| Profit sharing, SIMPLE,SEP IRA Accounts | \$ |
| Deferred Compensation Plan              | \$ |
| 529 College Savings Plan Account        | \$ |
| Stock Option Plan                       | \$ |
| Supplemental Retirement Plan            | \$ |

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|                               |    |
|-------------------------------|----|
| Employee Stock Ownership Plan | \$ |
| Restricted Stock Account      | \$ |
| Other                         | \$ |

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## Real Estate

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|   |    |
|---|----|
| Primary Residence (market value)        | \$ |
| Other Real Estate (market value)        | \$ |
| Real Estate Limited Partnership Account | \$ |

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## Personal Assets at Market Value

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|                       |    |
|-----------------------|----|
| Auto(s)               | \$ |
| Boats, Other Vehicles | \$ |
| Fine Jewelry          | \$ |
| Art, Antiques         | \$ |

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## Miscellaneous Other Assets

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|                                |    |
|--------------------------------|----|
| Business Interests (valuation) | \$ |
| Other                          | \$ |

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## Guaranteed Income

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### Sources of Guaranteed Income

### Estimated Amounts

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|                 |    |
|-----------------|----|
| Social Security | \$ |
| Pension         | \$ |
| Annuities       | \$ |

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## Liabilities

## Institution and Details

### Credit/Debit

|                                       |    |
|---------------------------------------|----|
| Current Unpaid Monthly Periodic Bills | \$ |
| Credit Card Account                   | \$ |
| Credit Card Account                   | \$ |
| Credit Card Account                   | \$ |
| Credit Card Account                   | \$ |
| Consumer Loan Account                 | \$ |
| Home Mortgage Account                 | \$ |
| HELOAN/HELOC Account                  | \$ |
| Other Mortgage Account                | \$ |
| Student Loan Account                  | \$ |
| Auto Loan(s)                          | \$ |
| Other                                 | \$ |

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