

Retirement Planning Checklist

This Retirement Planning Checklist should be used as a guide to help you plan for retirement if you are within 12 months of retiring. It is by no means a complete list, based on your own personal circumstances you may need to research additional resources..

- Talk openly with your spouse and family members about your retirement plans, discuss impacts and expectations of your life as a retiree.
- Choose your retirement date, put your intentions in writing to your supervisor.
- Gather important documents (Birth/marriage/divorce certificates, as applicable, for you and your spouse; beneficiary(ies) Social Security number(s) and birth dates; payroll and banking information; federal and state tax information).
- Get your finances in order; a sound financial plan is crucial to insure a happy retirement.
- Prepare a retirement budget; understand your income and expenses.
- Obtain financial and legal advice; review will, power of attorney and healthcare proxy.
- Speak with a Social Security representative about benefits and Medicare eligibility.
- Insure beneficiaries on retirement accounts and life insurance policies are up-to-date.
- Set goals for yourself and evaluate your needs.
- Consider the emotional aspects of retiring.
- Use help offered through the Employee Assistance Program (EAP).
- Set up a TIAA-CREF counseling session to discuss your retirement income options.
- Meet with a representative from the Benefits Office.
- Review your Long Term Care Insurance options offered through Williams.
- Evaluate your medical and dental insurance options.
- Meet with a financial planner (if applicable)
- Review current auto and home owner's policies, look for possible discounts through your current insurer or consider checking on the Williams group discount offered through Liberty Mutual.
- Expand your interests; take a class, join a club, volunteer, take exercise classes through Wellness at Williams.