NEW YORK LIFE Investment Management

ADVISOR ADVANCEMENT INSTITUTE

RetirementFolio checklist

Your retirement roadmap

It’s the first step on your journey to retirement—helping you collect the documents and information you’ll need to better plan for a secure financial future.

You will need an income strategy that covers everyday needs, as well as special expenses. As you prepare to shift from accumulating assets to using that money to pay for your retirement, you and your financial professional will want to map out:

- Your retirement savings and any current income.
- What you will need to cover everyday expenses, in addition to other discretionary expenses.
- Your risk tolerance and investment experience.
- Any challenges or legacy planning concerns that may affect your finances.

Your RetirementFolio checklist, recent documents, and approximate account values can then be used to create your personal balance sheet—a comprehensive, yet brief, overview of your finances.

Key Contacts	Address	Phone
☐ CPA/Accountant		
☐ Insurance representative		
☐ Attorney		
☐ Financial professional		
☐ Financial professional		

Assets	Institution and Details	
Bank, Credit Union, Other Liquid Assets		
☐ Checking or savings account	$	
☐ Checking or savings account	$	
☐ CD account	$	
☐ CD account	$	
☐ Savings bond(s) (electronic)	$	
☐ Savings bond(s) (paper form)	$	
☐ Life insurance (cash value and policy face amount)	$	$
☐ Life insurance (cash value and policy face amount)	$	$
☐ Other	$	
Investments		
☐ Brokerage account	$	
☐ Brokerage account	$	
☐ Brokerage account	$	
☐ Mutual fund account	$	
☐ Mutual fund account	$	
☐ Asset management account	$	
☐ Asset management account	$	
☐ Trust company account	$	
☐ Other	$	

Assets	Institution and Details
Retirement, Other Tax-Deferred Assets, Benefit Plans	**Estimated Total Amounts**
☐ IRA/IRA rollover account	$
☐ IRA/IRA rollover account	$
☐ IRA/IRA rollover account	$
☐ Annuity account	$
☐ Annuity account	$
☐ 401(k) (company stock included? ☐ yes ☐ no)	$
☐ 401(k) (company stock included? ☐ yes ☐ no)	$
☐ 403(b)/457 account	$
☐ Profit sharing, SIMPLE IRA, SEP IRA accounts	$
☐ Deferred compensation plan	$
☐ Incentive stock option plan	$
☐ Employee stock purchase plan	$
☐ Stock option plan	$
☐ Employee stock ownership plan	$
☐ Restricted stock account	$
☐ Phantom stock account	$
☐ Excess benefit plan	$
☐ Supplemental retirement plan	$
☐ Stock appreciation rights	$
☐ Other	$
Real Estate	
☐ Primary residence (market value)	$
☐ Other real estate (market value)	$
☐ Real estate limited partnership account	$
Personal Assets at Market Value	
☐ Auto(s)	$
☐ Boats, other vehicles	$
☐ Fine jewelry	$
☐ Home furnishings	$
☐ Art, antiques	$
☐ Collectibles	$
Other Miscellaneous Assets	
☐ Business interests (reasonable valuation)	$
☐ Loans receivable	$
☐ Other	$

Guaranteed Income	
Sources of Guaranteed Income	**Estimated Monthly Payment**
☐ Social Security	$
☐ Pension	$
☐ Fixed annuities	$

Liabilities	Institution and Details
Credit/Debit	**Estimated Total Amounts**
☐ Current unpaid monthly/Periodic bills	$
☐ Credit card account	$
☐ Credit card account	$
☐ Credit card account	$
☐ Consumer loan account	$
☐ Home mortgage account	$
☐ Other mortgage account	$
☐ Home equity loan, home equity line of credit	$
☐ Student loan account	$
☐ Loans against life insurance or 401(k)	$
☐ Auto loan(s)	$
☐ Other	$
Off-Balance Sheet Assets, Proceeds	
☐ 529 College savings plan account	$
☐ Trust proceeds	$ (Provide beneficiary)
☐ Other	$
Taxes	
☐ Last year's federal tax return	$
☐ Other	$

The information contained herein is general in nature and is provided solely for educational and informational purposes. New York Life Investment Management does not provide legal, accounting or tax advice. You should obtain advice specific to your circumstances from your own legal, accounting and tax advisors.

For more information
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