Your Retirement Lifestyle Workbook

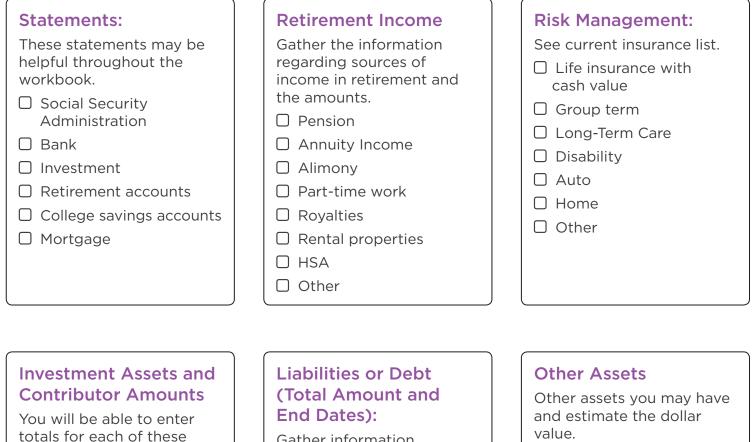




Purpose of This Workbook and Helpful Checklist

This lifestyle workbook is designed to help you collect and organize the information needed to develop your Retirement Plan which includes your goals and the resources available to fund them. Gathering information from the checklist below will help you move through the workbook. It's a good idea to gather as much of this information as possible before you start filling in the workbook.

Thank you in advance for taking the time to gather some of this information so we can focus on the fun stuff: developing a plan that addresses your goals, hopes, and dreams in retirement.



asset types: Employer-sponsored

- plans (Eg. 401k, 403b, 457)
- □ Traditional IRAs
- □ Roth IRAs
- □ Taxable / brokerage assets
- □ Tax-deferred accounts (Eg. Annuity)
- □ Tax-free / brokerage accounts
- □ 529 college savings plans

□ Other

Gather information regarding current balance, interest rates, bequest value and payments.

- Mortgages
- Equity lines of credit
- □ Vehicle loans
- □ Business loans
- Credit cards
- Personal lines of credit
- Education or student loans
- □ Other

- □ Home(s)
- □ Collectibles
- Personal property
- Business
- Real estate
- □ Inheritance or gift
- □ Other

Get Started

Personal Information

	Client (C)		Co-Client (Co)
Name				
Gender	🗆 Male 🛛 Female		🗆 Male 🛛 Fen	nale
Date of Birth	/ /		/	/
Email Address				
Employment Status	Employed Retired Business Owner Homer		Employed Business Ow	Retired
Employment Income	\$		\$	
Other Income (non-investment only)	\$		\$	
Marital Status	State		of Residence	

Important relationships

Any participant included in this plan for gifting, goals, beneficiaries or owners of insurance policies (Eg. children, grandchildren, charities, etc.)

Name	Date of Birth	Relationship
	/ /	
	/ /	
	/ /	
	/ /	
	/ /	
	/ /	
	/ /	

Expectations & Concerns

What do you most look forward to? What worries or concerns you? Select what applies to you.

Retirement Expectations			Client		Co-client
Active Lifestyle					
Quiet Lifestyle					
Opportunity to Help Others					
Moving to a New Home					
Work by Choice					
Time to Travel					
Start a Business					
Time with Friends & Family					
Less Stress - Peace of Mind					
Other:					
Retirement Concerns	Clien	ŀ	Co-client		Degree
	Client		CO-client		High/Med/Low
Money Concerns					
Not having a paycheck					
Running out of money					
Suffering investment losses					
Leaving money to others					
Health Concerns					
Cost of health care or long-term care					
Current or future health issues					
Dying early					
Living too long					
Getting ill					
Personal & Family Concerns					
Being bored					
Parents needing care					
Other					

Retirement Age

(If already retired, skip to Planning Age)

When would you like to retire? Enter your Ideal Retirement Age. Then, indicate how willing you are to delay retirement beyond that age, if it helps you fund your Goals.

	Client	Co-Client		
Ideal Retirement Age	Age:	Age:		
How willing are you to retire later (if necessary) to attain your Goals?	 Not at All Slightly Somewhat Very 	 Not at All Slightly Somewhat Very 		
What order of retirement do you prefer?	 Both retire in the same year. Either can retire first. 			

Planning Age (Life Expectancy)

With Americans living longer, it's a good idea to consider how long you think you will live. This is important because your plan will need to cover expenses for the length of your retirement. By answering the questions, your advisor can determine a reasonable planning age.

	Client	Co-Client
Are you a smoker	🗆 Yes 🗌 No	🗆 Yes 🗌 No
For your age, how would you rate your health?	Poor Good Excellent	Poor Good Excellent
If you compare your family members to others, how long do they tend to live?	 Shorter than average About average Longer than average 	 Shorter than average About average Longer than average

Lifestyle Goals - Before and After Retirement

Some common goals that may fall under wants and wishes include:



Travel

Is there one special place calling your name? Or do you want to travel every year? Create Travel Goals for one special trip, or for recurring travel.



College

Plan to pay for all or part of a college education (or some other education program) for yourself, a child or grandchild.



Home Improvement Do you have plans to renovate? Create Goals for major home improvements and repairs.



New Home

Do you plan to trade-up or just want more space? Maybe you would like a vacation home.



Provide Care

If you need money to take care of someone you love (e.g., your mother in a nursing home, or a child with special needs), make sure you have a Goal.



Start Business

If you plan to start a business or buy a business franchise.

Goal Importance Scale

Use this scale in the next few Lifestyle pages to indicate the importance of each Goal on a scale of 10 - 1, with 10 being the most important. This exercise and rating groups your goals by Needs (what you must have), Wants (what you would like to have), and Wishes (what you wish to have).





Major Purchase

You've always wanted a sail boat? A motor home? A hot tub? Whatever it is, go for it. Fill in the blank, and make it a Goal.



Leave Bequest

Create bequests for the money you'd like to leave at your death to family, friends, charities and/or institutions.



Gifts or Donation

Would you like to give back? Or maybe your parents need help. Use Gift Goals for any cash gifts.



Wedding

Want to help pay for a wedding? If you plan to pay for all or part of the cost, include it as a Goal.



Celebration

What special events do you look forward to celebrating? Do you have a Bar Mitzvah, Bat Mitzvah, family reunion, anniversary or retirement party in your future?

Needs: Lifestyle Goals Before and After Retirement



Living Expense

This Goal is for your basic day-to-day living expenses (e.g., food, clothes, utilities, etc.) during retirement. By making your Basic Living Expense a separate Goal, you can see exactly what it takes to pay the bills for the rest of your life. When you're confident that you have your basic expenses covered, you can sleep better at night and feel free to enjoy spending money to fulfill your other Retirement Lifestyle Goals.



Health Care

If you believe that Health Care costs, beyond basic expenses such as your Medicare supplement, are likely to be particularly significant for you or your family, use this Goal to separate those costs from your retirement living expense.

Importance	Description	Annual Amount
10	Living Expense	\$
10	Health Care (out-of-pocket)	\$

Be sure you don't "double count" any expenses during retirement. For example, if you entered a separate Goal for a car, don't include the purchase cost of this car in your Living Expense, but do include all operating expenses (e.g., gas, taxes, maintenance). If you're not sure how much money you need, use the Budget Worksheet (Page 17).

Needs: Lifestyle Goals Before and After Retirement

Adjustments to Living Expense

Your Retirement Living Expense amount may include some expenses that will end during retirement. When the expenses end, your Living Expense amount would be reduced. Please indicate any expenses that will end.

Description	Annual Amount (current dollars)	Year Expense Will End	Check if amount inflates
e.g., Mortgage	\$ 16,000	2021	
	\$		
	\$		
	\$		
	\$		



Car

To be sure you'll be driving what you want, add separate Goals for buying cars during retirement. Don't forget, you may have a trade-in. So use the amount you'll need after subtracting the trade-in value from the new car price.

Importance		Start				Amount	How Often	How Many
High Low	Description		At Retirement		after			
10 ↔ 1		Year	С	Со	Both	Trade-In		Times
	e.g., John's SUV					\$ 30,000	Every 4 Yrs	6
						\$		
						\$		
						\$		
						\$		
						\$		



Other Needs

Did we miss something? If it's expensive or important, make it an Anything Else Goal, but be sure to add a good description.

Importance High Low 10 ↔ 1	Description	Frequency	Start Date	Cost Per Year/Month
		□ One Time □ Recurring		\$
		 One Time Recurring 		\$
		One Time Recurring		\$
		One Time Recurring		\$
		One Time Recurring		\$

Wants: Lifestyle Goals Before and After Retirement

Importance High Low 10 ↔ 1	Description	Start Year	С	Со	Both	Amount	How Often	How Many Times
						\$		
						\$		
						\$		
						\$		
						\$		
						\$		
						\$		
						\$		
						\$		
						\$		
						\$		
						\$		
						\$		
						\$		
						\$		
						\$		
						\$		
						\$		
						\$		

Wishes: Lifestyle Goals Before and After Retirement

Importance High Low 10 ↔ 1	Description	Start Year	С	Со	Both	Amount	How Often	How Many Times
						\$		
						\$		
						\$		
						\$		
						\$		
						\$		
						\$		
						\$		
						\$		
						\$		
						\$		
						\$		
						\$		
						\$		
						\$		
						\$		
						\$		
						\$		
						\$		

Retirement Income - Identify all the resources you have to fund your Goals.

Social Security Benefits

If available, provide your Social Security estimate from ssa.gov.

	Client	Co-Client			
Are you eligible?	Yes No Receiving Now	Yes No Receiving Now			
Benefit amount	Primary Insurance Amount (PIA) \$	Primary Insurance Amount (PIA)			
When to start	At Full Retirement Age (per Social Security)	At Full Retirement Age (per Social Security)			

Part-Time Work & Other Retirement Income

Include income from part-time work, rental property, annuities, royalties, alimony, etc. All amounts are pre-tax and begin at retirement unless otherwise noted.

Don't include interest or dividend income from your investments.

Description	Owner		Monthly Income	Year It Ends or
Description	С	Со	Monthly Income	Number of Years
e.g., Part-time			\$ e.g., Part-time	5
			\$	
			\$	
			\$	

Pension Income

If available, provide your pension statement. If unavailable, provide information below. For a lifetime pension, put "End of Life" in "Year It Ends" column.

Description	Owner Monthly		-	Start	Year It Ends or	% Survivor	Check if amount	GPO
	С	Co	Co Income Year		No. of Years	Benefit	inflates	
e.g., ABC Pension			\$ 1,500		End of Life	50%		
			\$					
			\$					
			\$					

Investment Assets

Identify all the resources you have to fund your Goals. Don't worry about determining the exact amounts, reasonable estimates are fine. If available provide your investment statements.

Client

Investment Type	Current	Annual Additions			Approximate Allocation		
	Value				Cash	Bond	Stock
Retirement Plans (e.g., 401k, 403b)	\$	\$	or	%	%	%	%
Employer Match	\$	\$	or	%			
Traditional IRA	\$	\$			%	%	%
Roth IRA	\$	\$			%	%	%
529 Savings Plan	\$	\$			%	%	%
Annuities	\$	\$			%	%	%
HSA	\$	\$			%	%	%
Taxable / Brokerage	\$	\$					
Other	\$	\$					

Co-Client

Investment Type	Current	An	Annual Additions			Approximate Allocation		
	Value				Cash	Bond	Stock	
Retirement Plans (e.g., 401k, 403b)	\$	\$	or	%	%	%	%	
Employer Match	\$	\$	or	%				
Traditional IRA	\$	\$			%	%	%	
Roth IRA	\$	\$			%	%	%	
529 Savings Plan	\$	\$			%	%	%	
Annuities	\$	\$			%	%	%	
HSA	\$	\$			%	%	%	
Taxable / Brokerage	\$	\$						
Other	\$	\$						

Investment Assets

Identify all the resources you have to fund your Goals. Don't worry about determining the exact amounts, reasonable estimates are fine. If available provide your investment statements.

Joint Accounts

Investment Type	Current	Annual	Approximate Allocation			
	Value	Additions	Cash	Bond	Stock	
	\$	\$	%	%	%	
	\$	\$	%	%	%	
	\$	\$	%	%	%	
	\$	\$	%	%	%	
	\$	\$	%	%	%	
	\$	\$	%	%	%	
	\$	\$	%	%	%	
	\$	\$	%	%	%	
	\$	\$	%	%	%	

Extra Savings

Enter the maximum additional amount you could save each year above existing annual savings:	\$	
How willing are you to save more?	□ Not at All □ Slightly	—

Other Assets

Other Homes, Real Estate, Personal Property, Collectibles, Inheritance, etc.

		Own	er	Current	Planning to	Year Sell /	Cash
Description	С	Co	Joint	Value	sell this asset?	Received	Received (After-tax)
					☐ Yes ☐ No ☐ Only If Needed		
					☐ Yes ☐ No ☐ Only If Needed		
					☐ Yes ☐ No ☐ Only If Needed		
					Yes No Only If Needed		
					☐ Yes ☐ No ☐ Only If Needed		
					Yes No Only If Needed		
					☐ Yes ☐ No ☐ Only If Needed		
					☐ Yes ☐ No ☐ Only If Needed		
					☐ Yes ☐ No ☐ Only If Needed		
					☐ Yes ☐ No ☐ Only If Needed		
					☐ Yes ☐ No ☐ Only If Needed		
					□ Yes □ No □ Only If Needed		
					YesNoOnly If Needed		
					☐ Yes ☐ No ☐ Only If Needed		
					□ Yes □ No □ Only If Needed		
					☐ Yes ☐ No ☐ Only If Needed		
					☐ Yes ☐ No ☐ Only If Needed		

Liabilities

Description		Owne	er	Beginning	Current	Monthly	Term	Interest
Description	С	Co	Joint	Balance	Balance	Payment	Term	Rate

Risk Score

Two thirds of all investors score between 40 and 60, and only 1 in 1000 select a score lower than 20 or greater than 80. Does your score feel right as you compare yourself to others?

Client	Co-Client

	Household			Men			Women		
Age Group	> 64	• 64 50-64 < 50			> 64 50-64 < 50			50-64	< 50
Avg Score	47	50	54	50	54	59	45	48	52

Additional Considerations

Do you have any of the following? If available, provide statements.

Executive Benefits

	Client	Co-Client	Notes
Stock Options	🗌 Yes 🗌 No	🗌 Yes 🗌 No	
Restricted Stock	🗆 Yes 🗌 No	🗆 Yes 🗌 No	
Deferred Compensation	🗆 Yes 🗌 No	🗆 Yes 🗌 No	
Small Business Ownership	🗆 Yes 🗌 No	🗆 Yes 🗌 No	

Insurance

Have your insurance reviewed and analyzed to see if you have enough coverage.

	Client	Co-Client	Notes
Group/Term Life Insurance	🗆 Yes 🗆 No	🗆 Yes 🗆 No	
Death Benefit	\$	\$	
Cash Life Insurance	🗆 Yes 🗆 No	🗆 Yes 🗆 No	
Death Benefit	\$	\$	
Cash Value	\$	\$	
Disability Insurance	🗆 Yes 🗆 No	🗆 Yes 🗆 No	
Long-Term Care Insurance	🗆 Yes 🗌 No	🗆 Yes 🗆 No	
Cash Value Life Insurance	🗆 Yes 🗆 No	🗆 Yes 🗆 No	

Estate

Completing this section can help review your Estate plans.

	Client	Co-Client	Notes
Will	🗆 Yes 🗆 No	🗆 Yes 🗆 No	
Including a provision for a Bypass Trust	🗆 Yes 🗌 No	🗆 Yes 🗌 No	
Date documents were last reviewed	/ /	/ /	
Medical Directive	🗌 Yes 🗌 No	🗆 Yes 🗌 No	
Power of Attorney	🗆 Yes 🗆 No	🗆 Yes 🗌 No	

Budget - Optional to Help Determine Basic Living Expense

Personal & Family Expenses	Current	Retirement
Alimony	\$	\$
Bank Charges	\$	\$
Business Expense	\$	\$
Cash - Miscellaneous	\$	\$
Cell Phone	\$	\$
Charitable Donations	\$	\$
Child Allowance/Expense	\$	\$
Child Care	\$	\$
Child Support	\$	\$
Clothing	\$	\$
Club Dues	\$	\$
Credit Card Debt Payment	\$	\$
Dining	\$	\$
Entertainment	\$	\$
Gifts	\$	\$
Groceries	\$	\$
Healthcare	\$	\$
Hobbies	\$	\$
Household Items	\$	\$
Laundry/Dry Cleaning	\$	\$
Personal Care	\$	\$
Pet Care	\$	\$
Recreation	\$	\$
Vacation/Travel	\$	\$
Other	\$	\$
TOTAL	\$	\$

Vehicle Expenses	Current	Retirement
Loan / Lease	\$	\$
Insurance	\$	\$
Personal Property Tax	\$	\$
Fuel	\$	\$
Repairs / Maintenance	\$	\$
Parking / Tolls	\$	\$
Other	\$	\$
TOTAL	\$	\$

Budget - Optional to Help Determine Basic Living Expense

Home Expenses	Current	Retirement
Mortgage / Rent	\$	\$
Equity Line	\$	\$
Real Estate Tax	\$	\$
Homeowner's Insurance	\$	\$
Association Fees	\$	\$
Electricity	\$	\$
Gas/Oil	\$	\$
Trash Pickup	\$	\$
Water/Sewer	\$	\$
Cable/Satellite TV	\$	\$
Internet	\$	\$
Telephone (land line)	\$	\$
Lawn Care	\$	\$
Maintenance	\$	\$
Furniture	\$	\$
Other	\$	\$
TOTAL	\$	\$

Personal Insurance Expenses	Current	Retirement
Disability for Client	\$	\$
Disability for Spouse	\$	\$
Life for Client	\$	\$
Life for Spouse	\$	\$
Long-Term Care for Client	\$	\$
Long-Term Care for Spouse	\$	\$
Medical for Client	\$	\$
Medical for Spouse	\$	\$
Umbrella Liability	\$	\$
Other	\$	\$
TOTAL	\$	\$

Total All Expenses	Current	Retirement
Personal & Family Expenses	\$	\$
Vehicle Expenses	\$	\$
Home Expenses	\$	\$
Personal Insurance Expenses	\$	\$
TOTAL	\$	\$

Notes

Questions



Harvest Financial Advisors (513) 779-3030 hello@harvestadvisors.com www.harvestadvisors.com