## Retirement Planning Guide

<table>
<thead>
<tr>
<th>Age Range</th>
<th>Key Actions</th>
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| **20s**   | - Create a budget<br>- Reduce and manage debt<br>- Invest for your future<br>  
  - Start your 401(k) or 403(b)<br>  
  - Obtain the maximum of any matching contributions<br>  
  - Increase your deferral amount 1–2 percent annually, towards a goal of 10 percent<br>- Start an emergency savings fund<br>- Review your retirement savings goals and investments annually with CAPTRUST |
| **30s**   | - Create a financial plan and stick to it<br>- Increase your deferral amount 1–2 percent annually<br>  
  - Set a goal to defer a minimum of 10 percent or the maximum allowed<br>  
  - Goal: Have the amount of your yearly earnings saved for retirement by age 30<br>- Plan ahead for college tuition and expenses<br>  
  - 529 plans or other vehicles<br>- Protect your assets through family and estate planning<br>  
  - Create your will and last testament<br>  
  - Consider life insurance coverage<br>- Review your retirement savings goals and investments annually with CAPTRUST |
| **40s**   | - Estimate your retirement income needs to satisfy your retirement lifestyle goals<br>  
  - Goal: Have three times your yearly earnings saved for retirement by age 40<br>  
  - Maximize your 401(k) and 403(b) contributions<br>  
  - Include all investment and savings accounts in your overall retirement planning<br>- Manage your asset allocation<br>- Assess your short-term and long-term financial goals for effective planning<br>  
  - Retirement savings<br>  
  - College tuition and expenses<br>  
  - Assistance for aging parents<br>  
  - Long-term care insurance<br>- Re-evaluate your will and beneficiaries<br>- Review your retirement savings goals and investments annually, or as often as needed, with CAPTRUST |
| **50s**   | - Eliminate debt<br>- Maximize your retirement savings deferral<br>  
  - Catch-Up contributions are available<br>  
  - Goal: Have six times your yearly earnings saved for retirement<br>- Re-evaluate your risk tolerance to confirm your corresponding asset allocation and make any necessary adjustments<br>- Formalize family/estate/insurance planning documents<br>  
  - Will, Living Trust, Durable Power of Attorney<br>  
  - Advance medical directive<br>  
  - Beneficiaries<br>  
  - Long-term care insurance<br>- Review Social Security benefits and distribution options at www.ssa.gov<br>- Consider job skills if planning to work in retirement<br>- Review your retirement savings goals and investments semi-annually, or as often as needed, with CAPTRUST |
Retirement Planning Guide

**Sixties**
- Maximize your retirement savings deferral
  - Catch-Up contributions are available
  - Goal: Have eight times your yearly earnings saved for retirement
- Re-evaluate your risk tolerance level and make any necessary adjustments to your investment portfolio’s mix
- Calculate your retirement income potential
- Review and estimate Social Security benefits and distribution options
  - Contact Social Security 3-6 months before you want to start benefits
- Assess your eligibility to receive Medicare benefits (check eligibility at www.ssa.gov)
  - Contact your Social Security office about three months before your 65th birthday to sign up for Medicare, even if you will not use it until a later date
- Review your family, estate, and insurance planning documents
  - Will, Living Trust, Durable Power of Attorney
  - Beneficiaries
  - Long-term care insurance
- Establish asset vehicles for children and grandchildren
- Review your retirement goals and investments quarterly with CAPTRUST

**Seventies & Beyond**
- Revisit your risk tolerance level and make any necessary adjustments to your investment portfolio’s mix
- Understand when you are required to take distributions from plans and IRAs
- Review your family, estate, and insurance planning documents
  - Will, Living Trust, Durable Power of Attorney
  - Advance medical directive
  - Beneficiaries
  - Long-term care insurance
- Review your retirement goals and investments quarterly with CAPTRUST

**70+**
- Review your family, estate, and insurance planning documents
  - Will, Living Trust, Durable Power of Attorney
- Calculate your retirement income potential
- Review and estimate Social Security benefits and distribution options
- Assess your eligibility to receive Medicare benefits (check eligibility at www.ssa.gov)
  - Contact your Social Security office about three months before your 65th birthday to sign up for Medicare, even if you will not use it until a later date
- Review your family, estate, and insurance planning documents
  - Will, Living Trust, Durable Power of Attorney
  - Beneficiaries
  - Long-term care insurance
- Review your retirement goals and investments quarterly with CAPTRUST

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