# Retirement Planning Workbook

## This workbook is designed to help you start building your retirement income plan.

It covers the information you need to collect to complete your inventory of retirement income sources and expenses.

Please complete as much as you can before meeting with a Fidelity Representative.





#### **Defining Your Retirement**

Your retirement will be uniquely yours. Think about what you will do once you retire. Having at least some idea of how you will organize and spend your days is a valuable exercise to work on with your spouse, partner, or close friends—or on your own.

#### Jot down a number of plans and ideas you are considering for retirement. Here are a few questions to help you get started:

- What hobbies do I have today that I want to spend more time doing in retirement?
- What new things have I always wanted to try?
- Would I want to work in some capacity when I retire from this job?
- Do I want to start a new business?
- If I volunteer, what organization(s) will I support?
- How much travel do I want to do and where do I want to go?

| Your Plans and Ideas            |                                  | Spouse's/Partner's Plans and Ideas |                                   |  |
|---------------------------------|----------------------------------|------------------------------------|-----------------------------------|--|
| Activities I may want to pursue | Amount of time I expect to spend | Activities I may<br>want to pursue | Amount of time<br>expect to spend |  |
|                                 |                                  |                                    |                                   |  |
|                                 |                                  |                                    |                                   |  |
|                                 |                                  |                                    |                                   |  |
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|                                 |                                  |                                    |                                   |  |

#### Identifying Your Sources of Retirement Income

Now that you have an idea of what you want to do, it's time to see how much you'll be able to afford to do. What sources might you have to create your "paycheck" in retirement?

List as many sources as you have, plus assets and accounts that could be converted into income. Indicate time frames where applicable.

| Lifetime Income | Description/Timing    | You | Spouse/<br>Partner |
|-----------------|-----------------------|-----|--------------------|
| Social Security |                       | \$  | \$                 |
| Pension Plans   |                       | \$  | \$                 |
| Fixed Annuities |                       | \$  | \$                 |
| Other           |                       | \$  | \$                 |
| Other           |                       | \$  | \$                 |
|                 | Total Lifetime Income | \$  | \$                 |

| Tax-Deferred<br>Assets                    | Description               | You | Spouse/<br>Partner |
|-------------------------------------------|---------------------------|-----|--------------------|
| Employer-Sponsored                        |                           | \$  | \$                 |
| Retirement Plans [401(k)s, 403(b)s, etc.] |                           |     |                    |
| IRAs: Traditional,                        |                           | \$  | \$                 |
| Rollover, SEP                             |                           |     |                    |
| Inherited IRAs                            |                           | \$  | \$                 |
| Variable Annuities                        |                           | \$  | \$                 |
| Other                                     |                           | \$  | \$                 |
|                                           | Total Tax-Deferred Assets | \$  | \$                 |

### Identifying Your Sources of Retirement Income (continued)

| Taxable Investment Income Sources | Description               | You | Spouse/<br>Partner |
|-----------------------------------|---------------------------|-----|--------------------|
| Taxable Investment<br>Accounts    |                           | \$  | \$                 |
| Savings Accounts                  |                           | \$  | \$                 |
| CDs                               |                           | \$  | \$                 |
| Other                             |                           | \$  | \$                 |
|                                   | Total Taxable Investments | \$  | \$                 |

| Additional<br>Investment<br>Income Sources | Description                    | You | Spouse/<br>Partner |
|--------------------------------------------|--------------------------------|-----|--------------------|
| Real Estate/Rental<br>Income (month)       |                                | \$  | \$                 |
| Inheritance                                |                                | \$  | \$                 |
| Employer Stock<br>Options                  |                                | \$  | \$                 |
| Life Insurance                             |                                | \$  | \$                 |
| Property/Collectibles                      |                                | \$  | \$                 |
| Roth IRAs (Tax-free)                       |                                | \$  | \$                 |
| Other                                      |                                | \$  | \$                 |
|                                            | Total Investment Income Assets | \$  | \$                 |

### **Estimating Your Retirement Expenses**

Write down approximate monthly expenses you will—or might—have in retirement. Take into account your lifestyle and goals, and identify which expenses are essential (must have) and which are discretionary (nice to have).

If you prefer, just give an overall "best estimate" for each category.

|                         |                          | You | Spouse/<br>Partner | ls it essential? | Is it discre-<br>tionary? | Will it vary over time? |
|-------------------------|--------------------------|-----|--------------------|------------------|---------------------------|-------------------------|
| Housing                 | Mortgage/Rent            | \$  | \$                 |                  |                           |                         |
| Best estimate:          | Taxes                    |     |                    |                  |                           |                         |
| \$                      | Insurance                |     |                    |                  |                           |                         |
|                         | Repairs/Maintenance      |     |                    |                  |                           |                         |
|                         | Fees                     |     |                    |                  |                           |                         |
|                         | Other                    |     |                    |                  |                           |                         |
| Utilities               | Electric                 | \$  | \$                 |                  |                           |                         |
| Best estimate:          | Oil/Gas                  |     |                    |                  |                           |                         |
| \$                      | Phone/Cable/Internet     |     |                    |                  |                           |                         |
|                         | Water/Sewer              |     |                    |                  |                           |                         |
|                         | Other                    |     |                    |                  |                           |                         |
| Health Care/<br>Medical | Long-term Care Insurance | \$  | \$                 |                  |                           |                         |
| Insurance               | Medicare/Medigap         |     |                    |                  |                           |                         |
| Best estimate:          | Other Medical Insurance  |     |                    |                  |                           |                         |
| \$                      | Dental/Vision/Hearing    |     |                    |                  |                           |                         |
|                         | Prescriptions            |     |                    |                  |                           |                         |
|                         | Out-of-Pocket Expenses   |     |                    |                  |                           |                         |
| Food                    | Groceries                | \$  | \$                 |                  |                           |                         |
| Best estimate: \$       | Dining Out               |     |                    |                  |                           |                         |
|                         | Other                    |     |                    |                  |                           |                         |
|                         | Other                    |     |                    |                  |                           |                         |

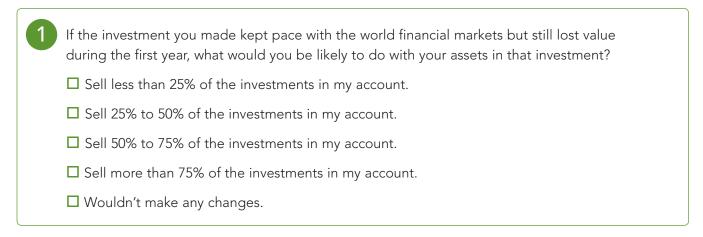
### **Estimating Your Retirement Expenses** (continued)

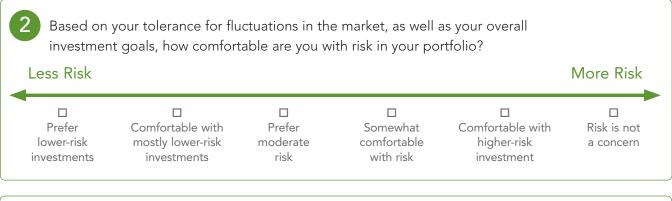
|                   |                                                | You | Spouse/<br>Partner | ls it<br>essential? | Is it discre-<br>tionary? | Will it vary over time? |
|-------------------|------------------------------------------------|-----|--------------------|---------------------|---------------------------|-------------------------|
| Personal          | Clothing                                       | \$  | \$                 |                     |                           |                         |
| Best estimate:    | Products                                       |     |                    |                     |                           |                         |
| \$                | Services                                       |     |                    |                     |                           |                         |
|                   | Other                                          |     |                    |                     |                           |                         |
| Family Care       | Support Children/<br>Grandchildren             | \$  | \$                 |                     |                           |                         |
| Best estimate:    | Support Parents/Others                         |     |                    |                     |                           |                         |
| \$                | Family Obligations                             |     |                    |                     |                           |                         |
|                   | Other                                          |     |                    |                     |                           |                         |
| Transportation    | Auto Loan/Lease Payments                       | \$  | \$                 |                     |                           |                         |
| Best estimate:    | Excise Tax/Registration Fees                   |     |                    |                     |                           |                         |
| \$                | Gas                                            |     |                    |                     |                           |                         |
|                   | Car Insurance                                  |     |                    |                     |                           |                         |
|                   | Maintenance                                    |     |                    |                     |                           |                         |
|                   | Public Transportation/<br>Commuting Expenses   |     |                    |                     |                           |                         |
| Recreation        | Memberships                                    | \$  | \$                 |                     |                           |                         |
| Best estimate:    | Hobbies                                        |     |                    |                     |                           |                         |
| \$                | Travel/Vacations                               |     |                    |                     |                           |                         |
|                   | Other                                          |     |                    |                     |                           |                         |
| Entertainment     | Movies/Events/Sports/Other                     | \$  | \$                 |                     |                           |                         |
| Insurance         | Life/Disability/Other                          | \$  | \$                 |                     |                           |                         |
| Holidays/Gifts    |                                                | \$  | \$                 |                     |                           |                         |
| Charitable Giving |                                                | \$  | \$                 |                     |                           |                         |
| Other Expenses    |                                                | \$  | \$                 |                     |                           |                         |
|                   | Total estimated monthly expenses in retirement | \$  | \$                 | \$                  | \$                        |                         |

#### Assessing Your Comfort with Investment Risk

It's important to take a fresh look at how much investment risk you are comfortable with as you near retirement. Since most investments fluctuate over the short term, you'll want to think about how a drop in your investment portfolio could impact your retirement plans.

#### Please answer the following four questions:









#### Let's work together to plan for what's next.

As a free benefit to you, a Fidelity Representative can help you take your planning a step further as you build a retirement income plan.

Call us at 888-766-6813 to schedule an appointment.



This information is intended to be educational and is not tailored to the investment needs of any specific investor.

If any of the expenses you list has an end date that is prior to the end of your plan, please be sure to indicate that information to the Fidelity Representative you work with, or go online to the retirement planning tools and edit the appropriate information indicating any fluctuation for the expenses you indicated.

Note: Planning & Guidance Center makes different tax assumptions for the various types of accounts/assets entered. More detailed information regarding these assumptions can be found within the online version of this tool under Methodology or can be provided by the Fidelity Representative who contacts you. Please consult your tax advisor if you have any questions regarding the taxability of your assets.

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