TIME FOR A CHECKUP

ANNUAL REVIEW CHECKLIST

TRANSAMERICA®

Insurance / Investments / Retirement

Reviewing your finances is an important step to staying on track to meet your goals. This checklist can help you stay on top of your finances so you stress less about the small things, and focus more on family, friends, and living life.

The following 12 steps are designed to help you take stock of your financial reality now and how you want it to look in the future. Take a few minutes to fill it out and create an action plan for success.

1 ACCOUNT FOR CHANGES IN YOUR PERSONAL LIFE

Changes in your personal life or family structure can have a significant impact on your financial priorities. Review the following life changes and mark any that have occurred in the past year:

FAMILY

- ☐ Birth of a child
- ☐ Adoption
- ☐ Child attained age 18 or 21
- ☐ Child in/going to college
- ☐ Marriage of an adult child
- ☐ Divorce of an adult child
- ☐ Birth of a grandchild
- ☐ Illness of a family member
- ☐ Death of a family member

PERSONAL

- ☐ Marriage
- ☐ Divorce
- ☐ Remarriage
- ☐ Death of a beneficiary
- ☐ New job
- ☐ Assignment of power of attorney
- ☐ Revision to will/estate planning document

FINANCIAL

- ☐ Rollover
- ☐ Inheritance
- ☐ New insurance policy
- ☐ Change in company retirement plan provider
- ☐ Establishment of a trust
- ☐ Bought or sold a home
- ☐ Started a business

If life changes have occurred, you may want to conduct the following:

- A beneficiary designation review (qualified plans, IRAs, life insurance, etc.)
- Review the titling of assets (bank accounts, brokerage accounts, property, etc.)
- Update estate planning documents (wills, trusts, power of attorney, guardianship, etc.)

2 UPDATE GOALS

Changes in your personal life can also have an impact on your financial goals. Review the following list to see what adjustments may need to be made:

- Have your long-term savings goals changed (e.g., target retirement income, target retirement date)? ☐ Yes ☐ No
- Have your intermediate-term savings goals changed (e.g., vacation home, college savings, etc.)? ☐ Yes ☐ No
- Has your ability to save changed (e.g., change in income or expenses)? ☐ Yes ☐ No
- Have you set any new financial goals? ☐ Yes ☐ No. ____If **YES**, what are they?

3 PREPARE FOR THE UNEXPECTED

Everyone should have an emergency fund. Many financial experts recommend having liquid assets sufficient to cover at least three to six months of expenses. These assets can be in cash, a savings account, a money market fund, or other assets that can be accessed quickly. Use the following formulas to determine an adequate emergency fund balance in the event of an income need:

Monthly Expenses: $ ________________________X 3 months = $ ____________________________________

Monthly Expenses: $ ________________________X 6 months = $ ____________________________________

Current Emergency Fund Balance: $ ________________________

4 REBALANCE INVESTMENTS

Big moves in equity markets or changes in interest rates can have a meaningful impact on your asset allocation. Rebalancing your investments at least annually keeps you in line with your risk tolerance and on course toward reaching your goals. Also, consider whether you may need exposure to new asset classes, such as commodities or alternative investments.

Would you like to review your risk tolerance? ☐ Yes ☐ No

Desired portfolio allocation: Equities_______________ % Fixed Income ___________ % Alternatives ______________ %

5 REVIEW YOUR TAX STATUS

Your taxable income can impact not only your effective and marginal tax rates, but also the investment strategy in your taxable investment accounts.

What was your income from work last year? ____

What was your income from investments and other sources? ____

What do you estimate your marginal tax rate to be this year? ____

Have you had any other changes, such as the purchase of a new home, that could affect your taxable income? ☐ Yes ☐ No

Do you anticipate a change in your income this year? ☐ Yes ☐ No + / – ____________________________________

Have you reviewed your taxable investments with your financial professional? ☐ Yes ☐ No

6 REVIEW RETIREMENT PLAN CONTRIBUTIONS AND ELIGIBILITY

Participating in an employer-sponsored retirement plan can be one of the easiest ways to save for retirement as well as reduce your current taxable income. The salary deferral contribution limit to an employer-sponsored qualified plan in 2024 is $23,000 (up from $22,500 in 2023) with a $7,500 catch-up contribution for individuals age 50 years or older.

Are you participating in an employer-sponsored plan? ☐ Yes ☐ No

If **YES**, what is your current contribution amount? $ ______________________ / __________% of compensation

If you are age 50 or older, have you signed up for catch-up contributions? ☐ Yes ☐ No ☐ Unsure

Does your plan offer a designated Roth option? ☐ Yes ☐ No ☐ Unsure

7 FUND A BUSINESS-SPONSORED RETIREMENT PLAN

Business owners often sponsor small business retirement plans as a way to save for retirement. These plans can also offer the business a significant income tax deduction. As a small business grows, its retirement plan needs and goals often change.

If you are a small business owner, do you have a small business retirement plan? ☐ Yes ☐ No

If you have a small business retirement plan in place, does it still meet your needs? ☐ Yes ☐ No

When was the last time your plan was reviewed? ____

8 CHECK IRA ELIGIBILITY

The maximum annual IRA contribution for 2023 was $6,500 with an additional $1,000 catch-up contribution allowed for individuals age 50 or older. The limit is increased to $7,000 with a $1,000 catch-up for 2024 contributions. The ability to deduct a Traditional IRA contribution is dependent on your level of income and whether you or your spouse are covered by an employer-sponsored retirement plan at work. Your ability to make a Roth IRA contribution is also dependent on your level of income. Traditional IRA and Roth IRA contributions can be made up until the individual tax filing deadline without extensions (typically, April 15).

Are you eligible to make a deductible Traditional IRA contribution? ☐ Yes ☐ No ☐ Unsure

Are you eligible to make a Roth IRA contribution? ☐ Yes ☐ No ☐ Unsure

Would you like to make a nondeductible Traditional IRA contribution? ☐ Yes ☐ No ☐ Unsure

9 PLAN FOR RMDs

Planning for your required minimum distributions (RMDs) can help ensure you withdraw them in a timely manner and avoid penalties. Planning to take your first RMD is especially important, as the date the withdrawal must occur may vary by the type of retirement plan you own:

Traditional IRAs, SEP IRAs, SIMPLE IRAs: You must take your first RMD no later than April 1 following the year you attain age 73.

Employer-sponsored qualified plans: In most cases, if you work past age 73, the first RMD must be withdrawn by April 1 following the year you retire.* If you do not work past age 73, the first RMD must be taken by April 1 following the year you attain age 73. After you satisfy your first RMD, your RMD going forward will be due by December 31.

If you do not need your RMD income and are charitably inclined, consider a qualified charitable distribution (QCD). QCDs allow you to send a distribution from certain IRA accounts directly to charity. The QCD will count toward your RMD for the year, but will not be included in your taxable income. Currently QCDs are limited to $105,000 per taxpayer per tax year.

If this year is your first distribution year, have you arranged to take your first RMD? ☐ Yes ☐ No

If you are already taking RMDs, have you taken or arranged to take it for the current year? ☐ Yes ☐ No

Are your RMDs being used for necessary living expenses? ☐ Yes ☐ No

Are you interested in giving your RMD to charity? ☐ Yes ☐ No

NOTE: RMD rules can be complicated. Have a discussion with your financial professional to determine which rules apply to you.

* Other rules may apply. Check with your plan administrator for more details.

10 HELP PROTECT ASSETS

Changes in your personal life may also necessitate changes in your insurance coverage. Having adequate levels of insurance can protect you and your family from financial ruin if a catastrophic event were to happen. Complete the following chart and review it with your financial professional to ensure the current coverage meets your needs:

	TYPE	INSURER	COVERAGE
Life Insurance			
Health Insurance			
Long Term Care Insurance			
Disability Insurance			
Liability Insurance			
Umbrella Insurance			
Automobile Insurance			

☐ I do not have one or more of the above types of insurance.

11 EVALUATE ANNUAL GIFTING AND CHARITABLE DONATIONS

Gifting assets can be an effective way to reduce your taxable estate as well as give your beneficiaries immediate enjoyment of those assets. In 2024, individuals can gift up to $18,000 per person per year without any gift or estate tax concerns. (Spouses can combine this amount and gift up to $36,000 per couple per year.)

If you are charitably inclined, making gifts to charitable organizations during your lifetime may also provide a current income tax deduction. Any eligible deduction is dependent on your income and the nature of the organization or type of charity.

Do you plan on gifting assets to individuals such as family members or friends this year? ☐ Yes ☐ No Amount $ ____________________

Do you plan on making any charitable donations or gifts? ☐ Yes ☐ No Amount $____

12 REVIEW TRUST INVESTMENTS

Investing trust assets can be challenging due to the nature of trust taxation. Ensuring the trust's investments align with the goals of the trust can avoid an unwanted current tax liability. If you are the granter or beneficiary of an irrevocable trust:

Did you have to take income from a trust that you did not want or need? ☐ Yes ☐ No

Did the trust have a tax liability for the prior year? ☐ Yes ☐ No

What was the tax liability of the trust last year? $ ______________________

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