

INDIVIDUAL YEAR-END PLANNING CHECKLIST

Year-end is an ideal time to examine your financial health and update your financial, tax, and estate plans.

Here are a few things you should consider when it comes to your personal year-end planning needs. To fully benefit from the recommended list below, it's helpful to meet with your tax advisor, financial advisor and potentially your attorney to ensure your plans are in order.

WEALTH PLANNING - WHERE TO START

Have you evaluated your progress toward financial goals? If not, it's time to think about all the ways financial planning, tax planning, and estate planning may work for you. Here are a few areas to consider:

RETIREMENT

- Analyze Roth IRA conversion scenarios: Full vs. partial vs. none.
- Max out 401(k) contributions including catch-up contributions.
- Max out IRA contributions including catch-up contributions.
- Open a retirement plan if newly self-employed.
- Take required minimum distribution from IRA.
- Review overall retirement income and cash flow strategy.

INVESTMENTS

- Confirm investment goals and strategy.
- Review asset allocation.
- Review fundamentals of portfolio positions.
- Revisit income and savings needs.

MILESTONES IN LIFE

50: Now you can make catch-up contributions to IRAs and some qualified retirement plans.

55: You can take distributions from 401(k) plans without penalty if retired.

59½: You can take distributions from IRAs without penalty.

62–70: You can apply for Social Security benefits.

65: You can apply for Medicare.

72: You must begin taking RMDs from IRAs.

LIFE CHANGES

YES

NO

Did you sell a major asset like your home, business, or other real estate?

Did you transfer any major financial assets?

Did you change jobs?

Did you lose a loved one?

Do you have a parent or other family member in need of assisted living?

TAX PLANNING

Gather all tax-related documents.

Check loss carryforwards from last year.

Identify transactions that could improve your tax situation.

Review potential deductions and credits before year-end.

Review sales of appreciated property such as real estate &/or art.

Sell appreciated assets to take advantage of low tax rates, or gift appreciated assets to those in lower tax brackets.

Make charitable donations.

Set up a Donor-Advised Fund.

Prepay this year's expenses.

Collect cost-basis information on sold securities.

Forecast income for the coming year.

Review "net investment income tax" liability.

Review realized and unrealized gains and losses.



ESTATE PLANNING

- Review your trusts or will.
- Review end-of-life documents from a tax perspective
- Consider if establishing a trust is right for you.
- Check beneficiaries and ownership.
- Review or establish Health Care Directives.
- Review life insurance coverage.
- Review business continuity agreements.
- Review potential use of \$15,000 annual gift exclusion per person.
- Adjust plans to compensate for capital gains as necessary.
- Review drafted documents to ensure they allow for portability election on death.
- Potentially consider a portability election.

INSURANCE

- Review your insurance policies and employer's health insurance options.
- Identify material changes in life, business, or finances which requires adjustments.
- Review beneficiaries.
- Review health insurance coverage.
- Review costs of current insurance policies.
- If need be, review Medicare enrollment options.
- If need be, shop your state's Health Insurance marketplace.
- Contribute to a Health Savings Account (HSA).
- Use up your Flexible Spending Account (FSA) balance.

NEXT STEPS

Meet with your tax advisor, financial advisor and attorney to ensure your documents are in order.
Consider your goals and be open to a conversation about how to meet them.

Ready to get started? Let's talk.

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