

Retirement income planning worksheet



This worksheet is designed to assist you and your advisor with the process of estimating your retirement income needs. Please take a few minutes to fill in as much information as possible and make note of any special situations, priorities or questions for discussion. If you have any questions as you complete the worksheet, please contact your Merrill Lynch Wealth Management Advisor.

_____ / _____ / _____
 Your Name Advisor's Name Date Expected Retirement Date

Essential Expenses

Household	Monthly	Annual
Mortgage/Rent	\$	\$
Home Equity Loan(s)	\$	\$
Property Taxes	\$	\$
Home/Renter's Insurance	\$	\$
Homeowners' Association Fees	\$	\$
Maintenance	\$	\$
Utilities (Electric, Oil, Gas, Water, Sewer)	\$	\$
Cable/Internet/Phone/Cellular	\$	\$
Other: _____	\$	\$
Other: _____	\$	\$
Subtotal	\$	\$

Living	Monthly	Annual
Food	\$	\$
Clothing	\$	\$
Personal Care (Beauty/Barber)	\$	\$
Other: _____	\$	\$
Other: _____	\$	\$
Other: _____	\$	\$
Subtotal	\$	\$

Auto/Transportation	Monthly	Annual
Car Payment	\$	\$
Insurance	\$	\$
Maintenance/Repairs	\$	\$
Gasoline/Tolls	\$	\$
License/Registration/Excise Tax	\$	\$
Mass Transit	\$	\$
Other: _____	\$	\$
Other: _____	\$	\$
Subtotal	\$	\$

Medical/Healthcare/Insurance	Monthly	Annual
Out-of-Pocket (e.g., premiums, co-pays, deductibles and other non-covered expenses) ¹	\$	\$
Long-Term Care Insurance	\$	\$
Life Insurance	\$	\$
Other: _____	\$	\$
Other: _____	\$	\$
Subtotal	\$	\$

¹ For a more detailed explanation of out-of-pocket healthcare costs in retirement, please refer to our Healthcare Costs Worksheet.

Estimated Income Taxes	Annual
Federal	\$
State	\$
Other: _____	\$
Subtotal	\$
Total Annual Essential Expenses	\$

Important and Aspirational Expenses

	Monthly	Annual
Travel/Vacation	\$	\$
Entertainment	\$	\$
Dining Out	\$	\$
Membership Dues	\$	\$
Charitable Donations	\$	\$
Gifts	\$	\$
Other: _____	\$	\$
Other: _____	\$	\$
Total Important and Aspirational Expenses	\$	\$

Total Essential, Important and Aspirational Expenses	\$	\$
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Other Expense Considerations

One-Time Purchases	Anticipated Date	Amount	Expected Pay Offs	Anticipated Date	Amount
Vacation Home		\$	Mortgage		\$
New Car		\$	Auto Loan		\$
Child's Wedding		\$	Home Equity Loan		\$
Other: _____		\$	Other: _____		\$
Other: _____		\$	Other: _____		\$

Financial Dependents

Describe any dependents you expect to have in retirement and the financial obligation (including education expenses, special needs dependents, support of parents, etc.):

Investable Assets and Guaranteed Lifetime Income

	Guaranteed Income	Non-guaranteed Assets
Qualified	Pensions	401(k)
	\$ _____ Annual amount	IRA
	Annuities	Roth IRA
	\$ _____ Annual amount	403(b)
		SEP
Non-Qualified	Social Security	Other: _____
	\$ _____ Annual amount	Total
	Annuities	Investments (stocks, bonds, mutual funds)
	\$ _____ Annual amount	Savings (CDs, savings accounts)
	Other Guaranteed Income	Other: _____
	\$ _____ Annual amount	Other: _____
		Other: _____
	Other: _____	
	Total	

Gap Analysis

	Annual
Total Annual Essential Expenses	\$
Subtract Pensions (pre-tax)	\$
Subtract Social Security (pre-tax)	\$
Subtract Annuity Income (pre-tax)	\$
Subtract Other Guaranteed Income (e.g., alimony, period payments under the sale of a business or other arrangements)	\$
Essential Income Gap	\$

Discuss with your advisor the appropriate adjustments to add or subtract from expenses.

	Annual
Important and Aspirational Expenses	\$
Additional Expenses (including one-time purchases)	\$
Expected Pay Offs	\$

Notes

After you've documented your expenses in retirement and income sources, your Merrill Lynch Wealth Management Advisor can work with you to create a retirement income plan that seeks to align your portfolio and the income it generates to your individual goals and situation.

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