

# 2018 RETIREMENT CALENDAR CHECKLIST



Your Name

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## ✓ Your guide to staying on track!

Use this calendar checklist to look ahead throughout the year and track important deadlines that must be met or actions taken regarding your finances and healthcare.

Questions? Just give us a call and we'll be glad to help. *Note: No deadlines in May, July, or August.*

### JANUARY

**1st:** Medicare Advantage Disenrollment Period begins  
*ends Feb. 14th\**

**1st:** Medicare General Enrollment Period begins  
*ends Mar. 31st\*\**

**17th:** Pay your estimated taxes for Q4, 2017 by this date

### FEBRUARY

**1st–14th:** Medicare Advantage Disenrollment Period deadline\*

**1st–28th:** Medicare General Enrollment Period continues\*\*

**Start organizing your 2017 taxes**

### MARCH

**1st–31st:** Medicare General Enrollment Period deadline\*\*

**12th:** Turn your clocks ahead!

### APRIL

**1st:** Your last day to take your first IRA required min. distribution without penalty

**17th:** File your taxes or apply for an extension

**17th:** Pay your estimated taxes for Q1

### JUNE

**15th:** Pay your Q2 estimated taxes

**21st:** Longest day of the year, enjoy Summer!

### SEPTEMBER

**15th:** Pay your Q3 estimated taxes

**30th:** Last day to determine beneficiaries after an IRA owner's death

**Begin Final Quarter Tasks**

### OCTOBER

**2nd:** Extended trust and estate tax returns due

**15th:** Medicare Advantage and drug plan open enrollment starts  
*ends Dec. 7th*

**15th:** Last day to undo a Roth IRA conversion

### NOVEMBER

**1st–30th:** Medicare Advantage and drug plan open enrollment continues

**1st:** ACA open enrollment starts  
*ends Dec. 15th*

**5th:** Turn your clocks back!

### DECEMBER

**1st–7th:** Medicare Advantage and drug plan open enrollment closes

**1st–15th:** ACA open enrollment closes

**31st:** Last day for stocks, RMDs, itemized deductions, gifts to count for 2018 taxes

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## FINAL QUARTER TASKS

- Project income for 2018 and 2019
- Review unrealized investment gains and losses
- Collect cost-basis information on sold investments
- Review sales of appreciated property
- Review potential credits and deductions
- Track donations to charity
- Take required minimum distribution
- Review Medicare enrollment options
- Review and fund trusts
- Contribute to college education accounts or gift cash to family
- Review any gifting plans

## BIRTHDAY MILESTONES

**Age 55:** Penalty-free distributions allowed from 401k if retired

**Age 59<sup>1/2</sup>:** Penalty-free distributions allowed from IRAs and qualified plans, and Roth IRAs at least 5 years old

**Age 60:** Can apply for early Social Security under own earnings record (benefits reduced)

**Age 65:** Apply for Medicare (Parts A and B) beginning 3 months before your birthday

– Coverage begins the 1st of the month you turn 65  
– If you are employed/covered by other insurance, you can enroll any time after 65

**Age 66:** Full retirement age for unreduced Social Security benefits

**Age 70:** Apply for Social Security to get maximum benefits

**Age 70<sup>1/2</sup>:** Must start IRA minimum required distributions

## ANNUAL REVIEW

- Review and update health care directive, health care proxy, power of attorney, will, and trusts
- Review estate plan and letter of intent
- Adjust investment portfolio as retirement needs change
- Review beneficiaries on all pensions, IRAs, annuities, life insurance, investments, bank accounts, CDs, etc.
- Decide which trusts can save on current taxes, reduce estate taxes, and benefit heirs and charities
- Discuss potential gifting to families or charities

\*If you are in your first year of Medicare and took a Medicare Advantage plan, or you switched from a Medigap plan to try Medicare Advantage, you can leave your Medicare Advantage plan now through February 14th and switch to original Medicare.

\*\* If you missed your Initial Enrollment Period or Special Enrollment Period, use this chance to sign up for Medicare Parts A & B. Coverage will start July 1st.