RETIREMENT TRANSITION WORKBOOK

Before Your Final Paycheck

REFRAME WEALTH STRATEGIES

A retirement transition workbook to help you organize what you know, identify what still needs an answer, and prepare for conversations with your employer and professional advisors.

The decisions are connected.

Income, taxes, healthcare, investments, employer benefits, and family responsibilities should not be handled as separate projects. This workbook helps you gather the facts and identify where coordinated advice may be needed.

How to use this workbook

Complete it with your spouse or partner. Use the employer sections to prepare for HR and benefits conversations. Bring the completed workbook to your advisor, CPA, attorney, or Medicare professional so each person can address the questions that belong in their area.

1	Confirm what your employer owes you - and what ends
2	Decide what happens to your employer-connected accounts and benefits
3	Design the first year of retirement income
4	Coordinate healthcare from work through Medicare
5	Review choices that may be difficult to reverse

Who should help with what?

Employer facts and deadlines	HR or benefits department
Income, investments, and account choices	Financial advisor
Taxes and distributions	CPA or tax professional
Medicare enrollment and coverage	Medicare professional
Estate documents, ownership, and beneficiaries	Attorney and advisor

1. Employer Information and Deadlines

Use this page to gather facts from HR or your benefits department. The goal is to know what you will receive, what ends when employment ends, and which dates or forms could affect the outcome.

Target retirement date

Items to confirm

- [ ] I requested a written explanation of what will be included in my final paycheck.
- [ ] I confirmed how unused vacation, PTO, and sick leave are treated.
- [ ] I confirmed eligibility for bonuses, commissions, or deferred compensation.
- [ ] I checked vesting, pension-credit, employer-contribution, and company-stock dates.
- [ ] I confirmed the exact date health, life, and disability coverage ends.
- [ ] I identified benefits that may be continued, converted, or transferred.
- [ ] I downloaded plan documents, statements, pay records, and benefit summaries.
- [ ] I identified forms or elections that must be completed before access ends.

Answers to record

HR or benefits contact

Final paycheck date and expected items included

Unused vacation, PTO, or sick-leave treatment

Bonus, vesting, pension-credit, or contribution date that matters

Exact date employer health coverage ends

Forms, elections, or documents still needed

Most important deadline

Next action and person responsible

2. Employer-Connected Accounts and Benefits

The goal is not to move every account. The goal is to understand the available choices, identify deadlines, and decide on a deliberate next step - even when the account stays where it is.

Account or benefit	Provider / location	Available choices	Deadline	Who should review?	Next step
401(k), 403(b), 457, or other plan					
Pension					
Company stock or deferred compensation					
HSA or flexible spending account					
Health, life, or long-term care coverage					

Questions to answer for each item

What choices are available, and what deadlines apply?

Would moving it give up useful features, protections, or withdrawal options?

Does the plan include company stock or an outstanding loan?

Could a transfer or distribution create tax consequences?

What is the deliberate next step, even if the account stays where it is?

Account or benefit that needs the most attention

Questions to bring to an advisor, CPA, attorney, or benefits professional

Next action, person responsible, and deadline

3. First-Year Retirement Income

A projection may show that your assets are expected to last. This page focuses on the practical question: how will money reach your checking account after payroll ends, and what will cover any gap before every income source begins?

Income source	Start date	Gross monthly amount	Tax withholding	Net amount to checking
Social Security				
Pension				
IRA / retirement plan				
Taxable account / cash				
Other				

Monthly amount needed in checking after taxes

Expected one-time expenses in the first year

Account expected to fund any gap

Person responsible for initiating and monitoring withdrawals

4. Healthcare Timeline

Choosing retirement healthcare means coordinating dates, coverage, doctors, prescriptions, and total cost - not just comparing premiums.

Coverage period	Coverage option	Start / end dates	Enrollment deadline	Monthly premium	Out-of-pocket maximum
Employer coverage					
Gap coverage					
Medicare					

Doctors and facilities that must remain in network

Prescriptions that must be covered

5. Decisions and Next Conversations

The concern is not only whether a decision can be changed later. It is also whether acting now could affect your spouse, taxes, healthcare costs, liquidity, beneficiaries, or future options.

Decision	Does this apply to us?	Who should review it?	Next action and deadline
Pension payment option			
Social Security timing			
Large taxable distribution or Roth conversion			
Employer-plan rollover			
Mortgage payoff or major purchase			
Insurance, beneficiaries, or account ownership			

Top questions for the next meeting

1.

2.

3.

Most important next action

Who is responsible and by what date?

Ready to coordinate the next steps?

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