Reinventing Retirement

Primary Care Associates

RETIREMENT ENROLLMENT WORKBOOK

Reinventing Retirement®

WHERE DOES THE TIME GO?

Average amount of time each day that the average person spends on:

Their mobile device in general	**3.5 hours**
Facebook	**41 minutes**
Snapchat	**35 minutes**
Instagram	**32 minutes***
Checking email	**2.5 hours**

Sources: The Motley Fool (www.fool.com), February 2018; Adobe Fourth Annual Consumer Email Survey, August 2018; eMarketer (www.emarketer.com), June 2018.

* Data is for users under age 25; For users over age 25, the time spent each day is 24 minutes.

CHOICES

How much time do you spend each day thinking about your retirement plan?

- **When will you be able to retire?**
- **How much will you need?**
- **How will inflation affect you?**

Planning for retirement is essential. The good news is that it doesn't have to be difficult. And you certainly don't need to spend time on it each and every day!

This workbook will help you engage with your retirement plan and build a solid strategy to meet your goals.

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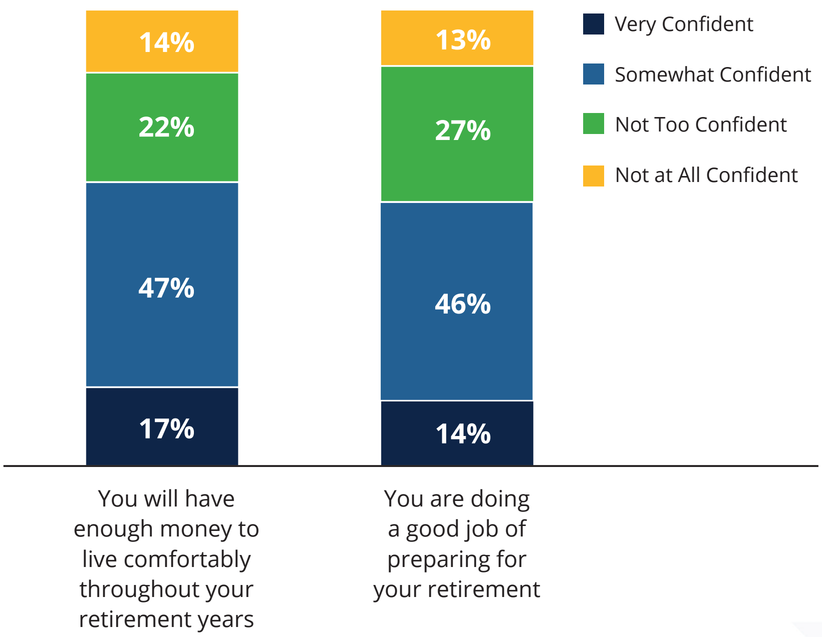
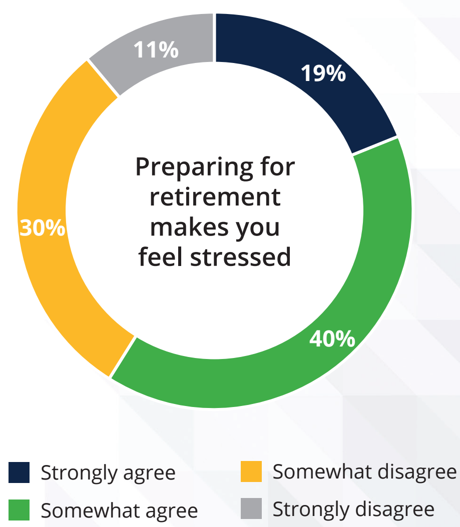
WORKER ATTITUDES TOWARD RETIREMENT PREPARATIONS

Overall, how confident are you that you (and your spouse) will have enough money to live comfortably throughout your retirement years? How confident are you about the following aspects related to retirement?





Source: Employee Benefit Research Institute and Greenwald & Associates, 2018 Retirement Confidence Survey.

Why 401(k)?

Your 401(k) is a key benefit offered by your employer, and it offers you one of the easiest ways to save for your retirement. Here's a closer look at the features that can help you to get the best retirement deal for yourself:

AUTOMATIC PAYROLL CONTRIBUTIONS

Your 401(k) plan allows you to save each pay period up to annual limits set by the IRS. Your contribution is automatically deducted from your paycheck before you even see it. Out of sight, out of mind — what you don't have, you won't spend! You will also be following a great savings principle: Pay yourself first.

100% SAVINGS POWER

When you make a contribution to your 401(k), you are taking an important step to preparing for your financial future. One of the major reasons for this is that federal and any state income taxes are deferred until withdrawal. This means that 100% of your money goes to work for you right away!

POWER BOOSTS ALONG THE WAY

As your retirement account grows, you pay no taxes on any earnings until you begin to withdraw your money. This powerful feature is known as tax-deferred compounding. Investments with earnings that are tax-deferred have the potential to grow faster when they are not being "hit" by taxes each year.

Tax-deferred compounding can give a significant boost to your retirement account balance!

IT'S PORTABLE

Should you leave your company for any reason, you can take your vested account balance with you. Your money can be rolled over into an IRA or your new employer's 401(k) plan (if offered). However, there are strict rules when taking money out of your retirement plan. For instance, if you decide to take a cash distribution before age 59½, you may be subject to a 10% IRS penalty tax (in addition to current income taxes). Check with both your plan administrator and a financial advisor to make sure you understand all your options.

STILL NOT CONVINCED?

Even with all the great features and benefits available through a 401(k) plan, many people still aren't taking advantage of it when offered by their employer. With all you've got going on in your life, retirement planning may just seem like too much to think about right now.

Here are some of the most common obstacles that many people face:

- Too buried in student loan and/or credit card debt to even start thinking about saving for retirement.
- Concerns that Social Security benefits will be significantly reduced in the future
- No clue how much to save for retirement.
- No interest in learning about investments.
- Increasing health care premiums and expenses make it tough to also fund retirement savings.
- It's hard to juggle so many financial priorities, such as college savings, life insurance, car payments, a mortgage, or taking care of an aging parent.

TAKE CONTROL

Overcoming competing priorities is not easy, but with a little discipline it can be done. Here are some general actions you can take to empower yourself financially. Doing so will give you much greater peace of mind!

- **No matter what, enroll in your employer's retirement plan!** If your employer offers a match, contribute the amount necessary to get the full match. That may only take a 5% or 6% savings on your part, which for most people isn't too painful.
- **Get in control with a budget.** Write up an overview of your savings and expenses to help ensure your needs are taken care of, even if you're also helping children in college or aging parents. More on this topic in the next section of this workbook.
- **Review you overall financial strategy.** Review health care coverage to see whether a health savings account is available to you and take advantage of the tax savings. Review your insurance needs. Set up or review your will, beneficiaries and estate plan.
- **Try to pay down debt.** Think about paying an extra credit card payment when you can, and definitely pay back more than the monthly minimum payment required.

INVEST IN YOURSELF

- Save 7% of your salary in your 20s.
- Save 10% of your salary in your 30s.
- Save 15% of your salary in your 40s.
- Save 20% of your salary in your 50s.

Source: Kmotion, Inc. 2019.

Finding the Money to Save

BUDGETING FOR A BETTER RETIREMENT

Keeping tabs on your spending is only the first step. What you do with your findings is critical in establishing the habit of saving money. The table below shows how making just a few small sacrifices can add up to a better retirement.

SMALL SACRIFICES

Give Up	How Often	Monthly Expense	Value if Invested 25 Years
Coffee & Bagel	Twice a week	$20.00	$19,147
Lunch Out	Twice a week	$50.00	$47,868
Dinner Out	Once a week	$100.00	$95,737
Movie Ticket	Once a month	$10.00	$9,574
Car Wash	Once a month	$6.00	$5,754
Vending Soda	Once a day	$30.00	$28,721

Assumes an investment in a tax-deferred retirement account in which you hypothetically earn an average annual rate of return equivalent to 8%, compounded monthly. This is a what-if scenario and is not based on (or predicting the performance of) any specific investment or savings strategy. In the real world, most 401(k) investments will move up and down with the market over time, producing higher or lower actual returns for you. Your returns are not guaranteed.

What's eating up your budget?

If you go out to eat more than you eat at home, you've got a lot of company. According to the USDA Economic Research Service, spending on food away from home has steadily climbed past food spending at home since 2010. Eating out is one of the top ways people fail to stay on track with their budget.

Meal planning for the week is one of the best things you can do to stay on track (and it's probably healthier too). Need assistance?

Check out tips and a meal planning worksheet template at ChooseMyPlate.gov.

You can also check out BudgetBytes.com for some easy and tasty recipes that won't put a strain on your debit card.

TRACK THE CASH

Once you get into the budgeting groove, chances are you'll find money that you may be spending thoughtlessly or that could be better used to save for your retirement. There are many budgeting tools available to help you find these savings opportunities (many of them are free). No matter which tool you prefer, it all comes down to tracking what you earn, what you owe and what you spend. Actively monitoring your budget helps you stay focused on your goals — such as retirement savings — and cut down on impulse spending.

Tracking Tools

1. Keep a Spending Journal
Tracking your income and spending in a simple notebook is easy and allows you to record thoughts and ideas along the way that you can refer back to.

Monday
★ $4.00 Got a latté on the way to work
★ $6.00 Lunch—hot sandwich and soda at restaurant (Must start brown-bagging it!)
$50.00 Filled gas tank (I Should look into carpool or bus!)
★ = $10.00 easy savings opportunities in one day

2. Go Digital
Using a formal spreadsheet program, such as Microsoft Excel or Google Sheets may make more sense for people who prefer to track and store their budget history on a computer. The Google Sheets monthly budget can be set up on a PC or laptop, or you can download the app. And best of all for your budget — it's available for free!

3. Get an App
There are a host of budgeting apps available to help you spend and save smarter, and some are available for free. Here is a list of some of the most popular budgeting apps:

- Mint
- PocketGuard
- YNAB (You Need a Budget)
- Wally
- Mvelopes
- Goodbudget

SHOP AROUND

By shopping around and getting a better deal on basic things, such as car insurance or your mortgage rate, you can uncover additional money that can be redirected into your retirement plan each month. Here are a few ideas — along with the potential payoff for your financial future. But remember: the only way there can be a potential payoff is if you actually do redirect the monthly savings into your retirement plan account!

GET A BETTER DEAL

Event	Monthly Amount Saved	Potential Balance if Invested for 25 Years at 8%
Download the GasBuddy app to find the cheapest gas near you	$10	$9,574
Save money on food with coupons from the Ibotta.com app	$25	$23,934
Shop for lower credit card interest rate*	$30	$28,721
Find a lower car insurance premium	$50	$47,868
Refinance your mortgage	$150	$143,605

This illustration is hypothetical and is not intended to reflect the actual performance of any investment or investment strategy. Actual investments will move up and down over time. This illustration assumes an 8% annual rate of return, compounded monthly, with investments made at the beginning of each period.

* Only if you absolutely must maintain a balance. You should make a plan to pay off the balance within a reasonable length of time by making more than the minimum payment each month.

Determining How Much to Save

*Your **Retirement Income Gap** is the difference between what you're currently tracking to have and the amount that you will actually need for a comfortable retirement.*

ESTIMATING YOUR GAP

The goal here is to simply establish a starting point. It is not meant to stress you out or place fear into your retirement planning! To complete this worksheet you will need a pencil, a calculator and the latest savings account statements you may have.

1 First, how much income will you need in retirement?

Many experts suggest you will need 75% to 100% of your working income to live comfortably in retirement. Depending on your own personal situation, you may want to multiply your current income by more or less than this range.

2 Now, subtract the income you expect to receive annually from Social Security

If you currently earn $25,000, enter $14,424.
If you currently earn $35,000, enter $17,616.
If you currently earn $45,000, enter $20,808.
If you currently earn $55,000, enter $24,012.
If you currently earn $65,000, enter $27,204.

To determine what you can expect from Social Security with your exact salary, go to:
http://www.socialsecurity.gov/OACT/quickcalc/

3 Next, subtract any other income sources

This could include any pension plan or rental property income that you may have or anticipated part-time income that you earn when you retire. Enter amount in today's dollars.

4 The total is your Retirement Income Gap — the amount of income your savings will need to produce each year in order to maintain your current standard of living.

YOUR RETIREMENT INCOME GAP

	You	Example
		Age 32 Earns $35,000/year Lives to be 87 Has $5,000 saved
1	$______	$ 31,500 90% of $35,000
2	$______	$ -17,616 Earns $35,000
3	$______	$ -0 No other income
4	$______	$ 13,884 $31,500 - $17,616 = **$13,884**

This is your Retirement Income Gap

This worksheet simplifies several retirement issues, such as projected Social Security benefits and earnings assumptions on savings. It also reflects today's situation. Reinventing Retirement is about managing your Retirement Income Gap and the assumptions you make. You will definitely want to revisit this calculation at least annually as your salary and circumstances change.

WHAT WILL IT TAKE TO CLOSE THE GAP?

Next, you must estimate how much you need in savings the day you start your new life as a retiree. This is your Nest Egg needed to produce enough income to make up for the Retirement Income Gap.

5 Now estimate the size of the Nest Egg you will need

After you retire, if you expect to live:
20 years multiply your Retirement Income Gap (line 4) by **14.3**
25 years multiply your Retirement Income Gap (line 4) by **16.5**
30 years multiply your Retirement Income Gap (line 4) by **18.3**

6 Next, take credit for what you have saved so far

Multiply any savings to-date by the appropriate factor below. Include any money you have currently in retirement plans, and any IRAs.

Years to Retirement:	6	8	10	12	14	16
Multiply by:	1.27	1.37	1.48	1.60	1.73	1.87
Years to Retirement:	18	20	25	30	35	40
Multiply by:	2.03	2.19	2.67	3.24	3.95	4.80

7 Now subtract line 6 from line 5

The result is the remaining Nest Egg to accumulate.

8 Figure the annual savings required to meet your Nest Egg goal

Multiply the total from line 7 by the appropriate factor below.

Years to Retirement:	6	8	10	12	14	16
Multiply by:	.151	.109	.083	.067	.055	.046
Years to Retirement:	18	20	25	30	35	40
Multiply by:	.039	.034	.024	.018	.014	.011

9 Finally, to get the PERCENT you should contribute to your plan

Divide the number on line 8 by your annual pay, then multiply by 100 to see the percent to contribute. Round your percentage to the nearest whole number.

CLOSE YOUR GAP

	You	Example
		Age 32 Earns $35,000/year Lives to be 87 Has $5,000 saved
5	$______	$ 198,541 $13,884 (line 4) multiplied by 14.3
6	$______	$ 19,750 $5,000 saved multiplied by 3.95 (35 years to retire)
7	$______	$ 178,791 $198,541-$19,750
8	$______	$ 2,503 $178,791 (line 7) multiplied by .014 (35 years to retire)
9	______%	7 % $2,503 ÷ $35,000 = .0715 .0715 X 100 = 7.15% 7.15% rounds to = 7%

The factors used in this worksheet were developed by actuaries (people who crunch numbers for a living). Using these factors simplifies the amount of work you'll have to do. These factors assume only a what-if scenario in which you hypothetically earn an average annual rate of return equivalent to 8%. Also, these factors assume that the annual inflation rate will be 4%. These rates of return do not reflect any specific investment or savings strategy. In the real world, most retirement investments will move up and down with the market over time, producing higher or lower actual returns for you. Your returns are not guaranteed.

About Social Security

SOCIAL IMPACT

Estimating What to Expect From Social Security in Retirement

Most financial experts suggest you will need 75% to 100% of your current annual income to live comfortably in retirement.

$__________ Your current income

x .90

= $__________ Amount needed each year in retirement

Now, let's look at how much Social Security might contribute. Visit the Social Security website at www.ssa.gov. You'll find interactive retirement calculators that will give you a rough estimate of what you can expect in Social Security benefits.

1. $__________ Amount needed each year in retirement
2. $__________ Approximate annual Social Security benefit
3. $__________ How much more you'll need to live comfortably in retirement

Saving through your 401(k) plan is an excellent way to take responsibility for your own financial security!

KNOWLEDGE IS RETIREMENT POWER

Social Security is intended to provide only a minimum level of retirement income to go toward covering the basic necessities: food, shelter and clothing. It was never intended to be your only source of retirement income. The rest will be up to you! The age which the Social Security Administration considers full retirement age has been increasing in gradual steps. It's important to stay informed of these changes.

Currently, Social Security statements are only mailed to workers age 60 and over who aren't receiving Social Security benefits and do not yet have a *My Social Security* account. They are sent three months prior to your birthday. This will help you understand what benefits you can expect from Social Security based on your earnings.

You may also obtain a Social Security Statement online by going to **http://ssa.gov/myaccount/statement.html**. This statement will help you understand what benefits you can expect from Social Security based on your actual earnings history. If you need help obtaining a statement, you may call the Social Security Administration at 1-800-772-1213.

- **People are living longer, healthier lives.**
- **The number of people age 65 and older will nearly double by 2060.[1]**
- **The Social Security Administration (SSA) estimates that by 2034, the tax income it receives may be able to meet just 79% of its benefit obligations.[2]**
- **The outlook for Social Security is uncertain.**

[1] AARP, May 2018.
[2] SSA.gov, 2018.

THINKING ABOUT RETIRING EARLY?

Let's assume that you were born in 1960 and your average annual pay is $35,000. Beginning at your full retirement age of 67, you can generally expect a monthly Social Security benefit of $1,261. By retiring at age 62 you would only get $842. Your early-retirement penalty would be $419 per month — a 33% reduction in monthly benefits!

THE EARLY RETIREMENT PENALTY

Year of Birth	Year You Turn 62	Reduction in Benefits if You Retire at Age 62	Retirement Age for Full Social Security	
			Years	Months
1943-1954	2005-2016	**-25.00%**	66	0
1955	2017	**-25.83%**	66	2
1956	2018	**-26.67%**	66	4
1957	2019	**-27.50%**	66	6
1958	2020	**-28.33%**	66	8
1959	2021	**-29.17%**	66	10
1960+	2022 & later	**-30.00%**	67	0

Source: Social Security Administration (based on a monthly benefit of $1,000).

Remember, too, that Medicare coverage doesn't begin until age 65. If you retire before that, you'll need to save enough money to pay for health insurance, which is often very expensive for people in that age group.

GET A BETTER FEELING FOR HOW SOCIAL SECURITY MAY IMPACT YOUR FUTURE

Over the next 25 to 30 years, the over-65 age group is expected to be the fastest growing segment of our population. And since the 1960s, America's birth rates have been declining. Simply put, there will be fewer people in the workforce supporting more people in retirement.

Source: Profile America Facts for Features, 2017.

THE DELAYED-RETIREMENT BONUS

Did you know that delaying retirement past your full retirement age could increase your Social Security benefit in two ways? Here's how:

- Each additional year you work adds another year of earnings to your Social Security record. Generally, higher lifetime earnings will result in higher benefits when you retire.
- Your benefit will be increased by a certain percentage if you delay retirement past your full retirement age.

If you were born in 1943 or later and delay receiving your Social Security benefits at full retirement age, you can receive an ***8% increase*** *in benefits for each year you postpone retirement up to age 70.*

Source: Social Security Administration.

It’s About Time

THE RULE OF 72

Example

1. Take the rate of return you expect to receive on your investment: **8%**
2. Divide it into 72: **72 ÷ 8**
3. The result is the number of years it will take for your investment to double: **9**

Expected Rate of Return	Years for Investment to Double
6%	12 Years
8%	9 Years
10%	7 Years
12%	6 Years

The sooner you start saving, the more doubling periods you will have in your remaining working career!

WHY TIME IS MONEY

You may think that retirement is a long time away and that there is plenty of time to get going on a serious savings plan. But don’t underestimate the power of time. Time greatly improves your chances of having enough money at retirement. The earlier you start saving, the better retirement deal you can get!

The Rule of 72 is one of the easiest ways to find out what an impact time can have on your savings. It simply calculates the number of years it will take to double your money. (Keep in mind that it is simply a general rule of thumb and may be affected by many factors.) The chart to the left shows how the Rule of 72 works.

CAN YOU AFFORD TO WAIT?

Assuming a hypothetical annual investment return of 8%, the chart below uses the Rule of 72 to show how time affects the potential growth of an initial investment of $2,500.

SMALL SACRIFICES

An Initial $2,500 Investment Will Double Every 9 Years

			Value When You Reach			
If You Start at:	**Age 22**	**Age 31**	**Age 40**	**Age 49**	**Age 58**	**Age 67**
Age 22	$2,500	$5,000	$10,000	$20,000	$40,000	$80,000
Age 31		$2,500	$5,000	$10,000	$20,000	$40,000
Age 40			$2,500	$5,000	$10,000	$20,000

Cost of Missing One Doubling Period: -$40,000 **Cost of Missing Two Doubling Periods: -$60,000**

Assumes an investment in a tax-deferred retirement account in which you hypothetically earn an average annual rate of return equivalent to 8%. This is a what-if scenario, and is not based on (or predicting the performance of) any specific investment or savings strategy. In the real world, most 401(k) investments will move up and down with the market over time, producing higher or lower actual returns for you. Your returns are not guaranteed.

THE IMPACT OF INFLATION OVER TIME

Inflation eats away at your money's purchasing power, and may not buy as much retirement in the future as it does today. When you retire, the cost of basic necessities as well as services you enjoy will continue to rise.

INFLATION'S IMPACT

Item	2019	2049
Half Gallon of Almond Milk	$2.98	$7.23
Cup of Coffee	$2.70	$6.55
Gallon of Gas	$3.35	$8.13
Pint of IPA Beer at a Pub	$4.00	$9.71
Netflix (Standard Plan) Monthly Fee	$12.99	$31.53
Amazon Prime Annual Fee	$119.00	$288.84
Fitness Club Monthly Fee	$40.00	$97.09
Mid-priced Car	$21,000	$50,973

Sources: 2019 prices are based on Kmotion Research and general averages. Projections for 2049 prices assume a 3% annual inflation rate.

Not only does inflation affect your buying power, it also has an impact on investment returns. For example, cash-type investments, such as U.S. Treasury Bills, have earned less than 1% on average over the past few years. Over that same time, inflation has averaged about 3%. That means that the "real" return on cash-type investments (their return after adjusting for inflation) is -2%!

What can you do about inflation? One thing you can do is to consider increasing your contribution each year. In addition, you may also want to consider investments in your retirement savings account that have the potential to beat inflation.

THE DOG DAYS OF RETIREMENT

Amanda and Jake have a plan. Both are 35 and they recently celebrated paying off their college and graduate school loan debts. They are now focused on increasing their contributions to their retirement plans. Oh, and buying their first home together...and starting a college savings plan for their two-year old son Ryan. They are also trying to stick to a budget by not eating out too much.

Then Walter the dog came into their lives one day and it hasn't been the same since. He's become Ryan's best friend and sleeps on his bed every night.

They can't imagine life without Walter, but know the sad reality about dog years. One thing they know for certain is that they will always have a dog, no matter what stage of life they are in — especially in retirement.

But owning a dog costs money. There are health exams, vaccinations, food, grooming... not to mention collars, leashes, crates, toys and treats. The American Kennel Club cites research suggesting that the average lifetime expense of owning a medium size dog (life expectancy of 13 years) is nearly $16,000.

Amanda and Jake plan to retire in 30 years. Assuming an annual inflation rate of 3%, the lifetime cost of owning a dog when they retire will be nearly $39,000.

Now that's a lot of kibble!

Source: Kmotion Research, 2019.

Reinvent Your Retirement

CONGRATULATIONS!

By completing this workbook, you should have a better understanding of retirement planning basics:

- The features and benefits of contributing to your 401(k) plan:
  - – Automatic payroll deductions
  - – You have control
  - – Pre-tax savings
  - – Tax-deferred compounding
- Budgeting to find the money to contribute to your plan
- The potential savings needed for your retirement
- Some of the limitations of Social Security
- The importance of harnessing time
- The effects of inflation on your retirement planning

Take the First Step Now

TAKE THE FIRST STEP — AND KEEP GOING!

Enroll now in your retirement plan and take the first step in realizing your retirement goals and dreams.

As a start, consider saving at least enough to get the maximum of any matching contributions your employer makes. On average, that could mean an additional 2–4% of your pay going into your retirement account each pay period, on top of what you are contributing. That's a very smart financial move.

If you don't receive an employer match, that's okay. You can still take charge by making a solid 5% contribution to get things going and get you on the road to regular savings.

Once you are enrolled in your plan (or if you are already enrolled), make sure you plan to increase the amount you are saving by 1% or 2% each year. This can be painless, especially if you time your increases to coincide with any annual pay raises you may receive.

Just remember this: at retirement, no one looks back and wishes they had saved less!

THERE'S NO FREE LUNCH (OR DINNER).

Think you're ready for retirement? The average couple will spend $350,400 just on food during the time they are retired...

This doesn't include other fixed living expenses, such as electricity, heat, hot water, gasoline, traveling and spending money.

LET'S DO THE MATH

	2	People
x	3	Meals a Day
x	$8	Cost per Meal
x	365	Days a Year
x	20	Years
	$350,400	

Prepare for your retirement by increasing your contribution today!

This is a hypothetical example shown for illustrative purposes only. It is not intended to predict the costs of living for any specific region or individual.

Are you on track?

"Social Security may contribute only a part of the income I need to live comfortably in retirement. I really need to save more on my own."

- For the average person, Social Security may replace about 30% to 40% of the wages that a working person earned before retirement.
- Be sure you're saving enough now to supply 75% to 100% of your current annual income per year in retirement.
- You may spend 20 or more years in retirement.
- Your retirement savings plan is one of the best ways to help you secure the comfortable retirement you deserve.

WEB RESOURCES

Check out these websites to help you with your financial planning:

www.aarp.org — AARP(informational articles and interactive tools)

www.dinkytown.net — variety of financial calculators and tools

www.ssa.gov — official Social Security website

www.mint.com — easy budgeting tools; all your accounts in one place

www.irs.gov — Internal Revenue Service official site

www.360financialliteracy.org — this website can help you develop money management skills at all ages

www.savingforcollege.com — help for planning and saving for your children's college tuition

WiseBread.com — extremely popular personal finance community that includes bloggers and experts in its membership

ModestMoney.com — simple, practical and unbiased views on financial products, credit card deals and other finance blogs

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