

**INTERACTIVE CHECKLIST**

# 401(k) & Retirement Account Review Checklist

*Make sure your retirement accounts are working as hard as you are. Identify missed opportunities in minutes.*

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Retirement Readiness

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Whether you are a business owner evaluating your company plan or an individual reviewing personal retirement accounts, this checklist helps you identify missed opportunities and potential issues.

#### SECTION 1 OF 6

## Contribution Optimization

- I am contributing enough to capture any available employer match
- I know the current annual contribution limits for my plan type
- I have evaluated whether catch-up contributions (age 50+) make sense
- I have considered whether a Roth 401(k) option is available and appropriate
- If I own my business, I have explored higher-limit plans (SEP IRA, Solo 401(k), defined benefit)

#### TIP

*Business owners with a Solo 401(k) should check current IRS contribution limits for your plan type.*

#### SECTION 2 OF 6

## Investment Allocation Review

- My allocation matches my time horizon and risk tolerance
- I have rebalanced my portfolio within the past 12 months
- I am not holding more than 10% in company stock
- I understand every fund I am invested in and why it is there
- I have reviewed target-date fund assumptions if I use one
- My bond allocation is appropriate for rising or stable interest rate environments

#### SECTION 3 OF 6

## Fee Analysis

- I know the total expense ratio of every fund in my account

- I know whether my plan charges administrative or record-keeping fees
- I have compared my plan's fund options to lower-cost alternatives
- If I own the business, I have benchmarked my plan fees against industry standards

**TIP**

*A 1% difference in fees on a \$500,000 portfolio costs roughly \$5,000 per year. Over 20 years, that compounds into a six-figure difference.*

**SECTION 4 OF 6**

## Old Accounts and Consolidation

- I have located all retirement accounts from previous employers
- I have evaluated whether to roll old 401(k)s into my current plan or an IRA
- I understand the pros and cons of consolidation (simplicity vs. creditor protection, NUA, etc.)
- I do not have orphaned accounts sitting in default or money market funds

**SECTION 5 OF 6**

## Beneficiaries and Compliance

- Primary and contingent beneficiaries are named on every account
- Beneficiary designations reflect my current wishes (updated after marriage, divorce, death)
- I understand the SECURE Act rules for inherited IRAs (10-year distribution requirement)
- If over 73, I am taking required minimum distributions correctly

**SECTION 6 OF 6**

## For Business Owners: Plan Sponsor Review

- My plan document is up to date and compliant

- I have completed required annual nondiscrimination testing
- I have reviewed whether my plan type is still the best fit for my business size and goals
- I have evaluated adding a Roth option if one does not exist
- I understand my fiduciary liability as the plan sponsor
- I have documented my process for selecting and monitoring plan investments

### What a Fiduciary Review Covers

- Contribution optimization across all available plan types
- Fee benchmarking against industry standards
- Investment allocation alignment with retirement timeline
- Consolidation analysis for scattered accounts
- Plan sponsor fiduciary compliance (for business owners)

## Want a Professional Review?

Schedule a complimentary retirement account review.

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