Tab 1

CLEANING UP 401(k)YOUR

IN LESS THAN AN HOUR!

➔ Keep It Simple
➔ Stick With A Plan
➔ You're Building Wealth

☐ ACCESS FROM HOME — TIME: 10 MINUTES

- Get access from home and app on your phone, if available
- Download and save document that governs the plan (Summary Plan Description)

☐ BENEFICIARIES — TIME: 5 MINUTES

- Select Primary AND Contingent beneficiaries

☐ RATE OF RETURN — TIME: 10 MINUTES

- The first page usually defaults to the "year to date" rate of return
- Don't just focus on recent returns (review longer periods: 3, 5, 10 year)
- What benchmark are you using to compare your rate of return?
- Review your total balance and how it's changed over time

☐ CONTRIBUTIONS (SEE REFERENCE #1) — TIME: 10 MINUTES

- What's your contribution rate? (the % of your paycheck you're investing)
- How much is your employer match? Does it have a vesting requirement?
- Review/Update tax treatment of your contributions - Pre-tax, Roth, After-tax
- Review/Update what funds your contributions are being invested in

☐ INVESTMENTS (SEE REFERENCE #2) — TIME: 25 MINUTES

- Review/Update list of available funds & know what you're currently invested in
- It's easier to look by category vs. the fund name (which is often confusing)
- Consider time horizon, asset class, fees, risk level, past performance, etc.
- Your choices can be as simple as a target-date fund or 1-3 passive index funds

☐ WHAT'S NEXT (SEE REFERENCE #3 & #4)

- Track down old 401(k)s
- Decide what to do with your 401(k)s after you leave a job
- Share what you learn with someone else

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