StartRight.RetireRight.

Maximize Your Retirement Plan Checklist: Forms

A workplace retirement plan helps you save consistently, benefit from employer contributions and tax advantages, access diversified investments and use educational tools—supporting a more secure retirement.

Action Items	Resources
☐ **Stay Informed and Adjust** Stay informed about your plan, review statements and fees, and regularly check your progress toward retirement goals. Make adjustments to contributions or investments as needed to stay on track. **Start Right Online:** Go to the **Plan Forms** to download the Summary Plan Highlights.	Access & Enrollment
☐ **Set Up Your Retirement Goals** The My RetireRight Planner helps you track your progress toward your retirement goal, identify any savings gap, and run real-time "what if" scenarios. **Start Right Online Start Right Mobile App:** Check out the **My RetireRight Planner®** to calculate how much to save to reach your goals.	Financial Wellness
☐ **Maximize Your Contributions** Aim to contribute as much as the IRS allows to your 401(k). In 2026, you can save up to $24,500 if you're under 50, plus an extra $8,000 if you're 50+, and an additional $11,250 if you're 60–63. Experts suggest saving 10–15% of your salary or up to these IRS limits. **Change Form:** Ask HR for the **Change Form**	Contributions
☐ **Update Your Beneficiaries** Decide how you want your assets handled after you're gone and keep your beneficiary information up to date. It only takes a few minutes and ensures your loved ones receive what you intend. **Change Form:** Ask HR for the **Beneficiary Change Form**	Beneficiaries
☐ **Diversify Your Investments** Explore your plan's investment options and aim for a diversified mix. Spreading money across different asset classes helps reduce risk. Choose allocations that match your risk tolerance, time horizon, and goals. **Start Right Online** Check out the **Determine My Asset Allocation** to help you determine an investment mix that is right for you.	Investments

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TOP FIVE BENEFITS OF YOUR RETIREMENT PLAN

#1: Employer Contributions

Many workplace retirement plans provide the opportunity for employers to make contributions on behalf of their employees. These contributions can come in the form of matching contributions or profit-sharing contributions. It means that by participating in a workplace retirement plan, you can receive free money from your employer, which helps to boost your retirement savings.

#2: Tax Advantages

Retirement plans often come with tax advantages that can help you save money in the long run. Contributions made to qualified retirement plans are typically tax-deductible, meaning you can reduce your taxable income by the amount you contribute. Additionally, the growth on your investments within the retirement plan is tax-deferred, allowing your savings to compound without being taxed until you make withdrawals in retirement when you may be in a lower tax bracket.

#3: Automatic Payroll Deductions

Workplace retirement plans usually involve automatic payroll deductions, where a portion of your salary is deducted before taxes and deposited directly into your retirement account. This automated process makes saving for retirement easy and convenient. By consistently contributing to your retirement plan with each paycheck, you establish a disciplined saving habit that can lead to significant savings over time.

#4: Investment Options

Employer-sponsored retirement plans typically offer a range of investment options to choose from, allowing you to diversify your retirement savings. These options may include stocks, bonds, mutual funds, and other investment vehicles. Having access to a variety of investment options can help you tailor your retirement portfolio to match your risk tolerance and investment goals.

#5: Employee Education and Support

Many employers offer educational resources, workshops, or financial advisors to help employees understand and make informed decisions about their retirement plans. These resources can provide valuable guidance on topics such as asset allocation, investment strategies, and retirement planning. By taking advantage of the educational support provided by your employer, you can enhance your financial knowledge and make more effective retirement planning choices.

Start Right App

Start Right Website

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