<u>Retirement Planning Checklist</u>

1. Three months prior to 65th Birthday
   - ☐ Enroll in Medicare <u>Part A Only</u>. (Opt out of Part B until retirement)

2. Once retirement is approved, or earlier if interested
   - ☐ Schedule an appointment with Vicar for Clergy Office

3. Preparing for meeting with Vicar for Clergy Office

   Access these items from ADSF Clergy Webpage under "Retirement Planning":
   - ☐ Print and complete Direct Deposit Bank Form for Pension
   - ☐ Print W-4p tax withholding form for Pension (optional)
   - ☐ Print and complete Medicare Part B: Employee form
   - ☐ Review Priest Retirement Plan Booklet
   - ☐ Review Fiduciary Committee Report

   Bring:
   - ☐ Identification (Driver's License)
   - ☐ Medical Insurance cards
   - ☐ Medicare Card
   - ☐ Voided Check
   - ☐ Pension direct deposit form
   - ☐ Medicare Part B Employee form

4. During the meeting, complete:
   - ☐ Data Verification Form
   - ☐ Medicare Part B
   - ☐ Medicare Plan D
   - ☐ Medicare Supplemental plan

5. Post meeting with Vicar for Clergy

   Schedule an appointment with Care Manager to discuss:
   - ☐ Priest Intake Assessment
   - ☐ Advance Health Care Directive
   - ☐ Will Arrangements
   - ☐ Funeral Form
   - ☐ Power of Attorney for Health and Finance
   - ☐ 403b Contribution
   - ☐ Beneficiary Designation

<u>What may a Retired Priest's income look like for 2019-2020?</u>

1. $400 housing paid by a separate payment from **Bank of America**.
2. $2305 (gross – he has no taxes taken out) from the Qualified Pension Plan, payment from **U.S. Bank** each month at the beginning of the month.
3. $2305 ADSF assisted living contribution.
4. Additional income, Social Security payment, savings, and investments.