

Ready for retirement worksheet



Determine if you have saved enough for a confident retirement

As you approach retirement, now is a good time to check whether your current plan has you covered. Our simple Ready for Retirement Worksheet will help you gain a better understanding of your finances and what they can do for you throughout your retirement.



A simple way to organize your finances

To help you compile the required information for this exercise, we have created the Ready for Retirement Worksheet.

- Just enter your information and this interactive worksheet will do all the calculations for you.
- If you can't provide the information in one sitting, simply save the Ready for Retirement Worksheet on your computer and come back to it whenever you like.
- You can also change your details any time and your data will be automatically recalculated.
- This is your private document and none of your details will be saved or shared by MetLife.



These are the numbers that will determine the options available to you

By better understanding your projected retirement income and future expenses, you'll then be in the position to determine whether or not there is an income gap to resolve.

Let's get started.



To make use of our interactive form, you'll need to download a recent version of [**Adobe Reader.**](#)

Your monthly income

	You	Your spouse
Social Security		
Traditional pension		
Annuity income payments		
Dividends from stocks and mutual funds		
Interest from cash deposits (CDs)		
Part-time employment		
Minimum required distributions		
Rental income		
Gifts/miscellaneous income		
Other		
Subtotal monthly income	=	+
Total monthly income	=	



While reviewing your monthly income, if you are unsure about anything make a note of it here.

Social Security

Click [here](#) to determine your estimated Security benefit and the income you are likely to receive.



Are you using the latest version of **Adobe Reader?**

If you are then all these subtotals and totals are calculated automatically.

Your essential monthly expenses

Housing

	You	Your spouse
Mortgage/rent		
Home equity loans		
Food		
Clothing and personal care		

Utilities

Gas/electricity		
Telephone		
Cable TV		
Internet		
Other		



Remember to save your worksheet regularly so you don't lose your progress.

Your essential monthly expenses (continued)

Transportation

	You	Your spouse
Auto loan/lease payment		
Gas		
Maintenance		
Commuting costs		
Other		

Medical and healthcare

Premiums and copayments		
Prescription drugs		
Other		

Insurance

Long-term care		
Auto		
Home/renters		
Life		
Other		

Taxes

Federal		
State		
Local		
Property		
Other		

Debt payments

Credit cards		
Personal debts		
Other		

Subtotal essential monthly expenses	=		+	
Total monthly income	=			



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Medical and healthcare

Call Medicare at 800-MEDICARE to determine how much of your medical expenses are likely to be covered.



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Your discretionary monthly expenses

Entertainment and recreation

	You	Your spouse
Dining out		
Travel and vacations		
Hobbies		
Other		

Family care

Support for parents, children, etc.		
Charitable contributions		
Other		
Other		
Other		

Subtotal discretionary monthly expenses

=

+

Total monthly income

=



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Are you using the latest version of **Adobe Reader?**

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Determine your income gap or surplus

Total monthly income

Total annual income (total monthly income x12 months)

=

Total essential monthly expenses

+

Total discretionary monthly expenses

+

Total monthly expenses

=

Total annual expenses (total monthly expenses x12 months)

=

Monthly gap or surplus (monthly income minus monthly expenses)

Total annual gap or surplus (annual income minus annual expenses)

A **gap** is a negative amount.

A **surplus** is a positive amount.



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Assets and investments

Retirement savings

	You	Your spouse
Workplace plans 401(k), 403(b), 457, etc.		
IRAs		
Roth IRAs		
Annuities		

Investments

Stocks		
Bonds		
Mutual funds		
Money market funds		
Other		

Bank accounts

Savings/money market accounts		
Checking account		
Certificates of deposit		

Real estate

Primary house equity		
Other real estate equity		
Expected inheritances/gifts/settlements		
Miscellaneous		

Subtotal savings	=		+	
Total savings	=			



Don't worry if it seems like you're getting a late start. It's never too late to make a difference in the quality of your retirement life.



Want to learn more? Contact your HR department for more information about the guaranteed income options available in your retirement plan.

