

Retirement checklist —

A service of Horace Mann Life Insurance Company

12 months before retirement

- Obtain an estimate of your State Teachers' Retirement System benefits, either from a system representative or your Horace Mann representative.
- Consider receiving your first payment in retirement early enough in the year to receive any cost-of-living adjustments.
- As you enter retirement, it's important you have your investment portfolio reviewed by a professional you trust. Consider doing an asset allocation analysis to make sure your investment comfort levels match your investment selections in your 403(b) annuities, 457(b) annuities, Roth or traditional IRA, etc.
- If you are enrolled in a medical expense reimbursement account through a flexible benefits program, consider how your retirement date will affect this account.
- Determine which payout option you will choose from your State Teachers' Retirement System. You will need to determine the monthly income you will need, but keep in mind your spouse's needs in the event of your death.
- If you still need disability coverage, contact your disability insurance provider to determine if there is an offset provision for other income received.
- Check and/or update your beneficiary designations for your retirement plans and life insurance.
- Life insurance is often an integral part of a post-retirement plan. Contact your insurance provider to determine your life insurance needs in retirement.
- Consider converting group life insurance to individual coverage. If the group coverage is from Horace Mann Life Insurance Company, the conversion must take place within 31 days of retirement, at the latest. (Other carriers typically have similar requirements.) You do not have to complete a physical or have a medical review to qualify for individual coverage in the event of a conversion.
- Consider finding long term care coverage for yourself and your spouse, if you have not already done so.
- Hopefully your retirement planning has left you with multiple income sources in retirement. Determine when and how to begin drawing income from IRAs, 403(b)s or 457(b)s. Consider tax status in retirement to choose the appropriate income streams. You may wish to seek tax advice to determine what your taxable income will be in retirement.
- Find out if your state retirement system has a deferred retirement option program. If so, become familiar with it.
- Review your estate plan with an attorney:
 - Update wills, trusts and powers of attorney.
 - Be aware of how your property passes to others under state law.

- Know how Required Minimum Distributions (RMD) may affect your retirement down the road. If you have assets in a qualified account, like a 403(b) or an IRA, you must begin taking distributions by April 1 following the year you turn age 70½. Contact your Horace Mann representative to learn more.

Six months before retirement

- Finalize what you expect to be your monthly income from your State Teachers' Retirement System. Be sure to establish any additional retirement credit in your State Teachers' Retirement System, i.e., refunded service time, military service, unused vacation/sick leave. Most states will also allow you to "buy" years of service to make you eligible for retirement.
- You may be eligible for Social Security benefits depending upon whether or not your state provides Social Security coverage in addition to your State Teachers' Retirement System benefits. You may also have earned Social Security benefits in covered employment which could be offset. Contact your nearest Social Security office to learn more, and review the benefits to which you are entitled. Make sure the record of your income is accurate and accounted for. Notify Social Security of your intent to retire.
- Make sure your Medicare coverage will start at the right time if you are eligible (due to age). To learn about Medicare coverage call 1-800-633-4227 or visit www.medicare.gov. Be sure that any pre-existing medical conditions will be covered by your Medicare or a supplement.
- Do a post retirement budget on yourself or have your Horace Mann representative help you do one. You need to know what your retirement budget will be before you begin retirement.

Three months before retirement

- Be sure all applications and paperwork have been properly filled out and sent to the State Teachers' Retirement System.
- Be sure to contact your Horace Mann representative to begin withdrawing money at retirement, or contact our Call Center at 1-800-999-1030. It's important you know the tax ramifications of withdrawing money out of your retirement accounts — especially if you are not 59½. Don't pay unnecessary fees or penalties if they can be avoided.

At retirement

- Be sure not to have your retirement income impacted by any income from part-time employment or a return to service. Contact your State Teachers' Retirement System to determine if such employment will affect your retirement benefits.
- Be sure to notify your State Teachers' Retirement System of important personal information changes, i.e. address or phone number.
- Set up direct deposit programs for any income streams you receive.
- Enjoy retirement. You worked hard so you could retire, so don't enter retirement without a good plan.

Horace Mann Life Insurance Company underwrites Horace Mann group life insurance as well as Horace Mann annuities. Retirement has many tax implications. Be sure to consult with a tax advisor throughout your retirement planning.