Preparing a secure retirement
THE METLIFE MATURE MARKET INSTITUTE®

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Insurance Contracts are An Obligation Of The Issuing Insurance Company
This guide will help IF you or a loved one:

- Are retired or considering retirement.
- Need to understand the best steps to prepare for retirement.
- Have concerns about financial security in retirement.
- Contribute to a 401(k), 403(b), IRA, or other retirement plan.
- Monitor or manage financial and retirement assets.

YOUR RETIREMENT PICTURE

For many Americans, retirement is the opportunity to finally spend time doing things they might not have been able to do during their working years. Each person has his or her own dreams for retirement. These may include the chance to spend more time with family and friends, to travel, or to pursue hobbies or activities they never had time for while working. Some of us will be happy as community volunteers; others may choose to continue working. What’s common for all is the opportunity that a well-planned retirement can present.

Retirement planning today is about defining your lifestyle for this stage of life, then developing an income stream to support your plans. This perspective can make the planning process much less daunting and the goals much more attainable.

Start now. Start where you are. This guide is your first step to planning the retirement you envision.
Assess the Situation

THE LOOK OF RETIREMENT PLANNING TODAY

The face of retirement is changing. As life expectancy continues to increase, planning for retirement is no longer simply about accumulating a large sum of money, retiring, and then spending your funds wisely. Retirement planning today is about envisioning your future, then creating a plan to attain it.

Consider these elements:

- Do you have “enough” to live in the place of your choice?
- Have you determined how much money you will need to enjoy the retirement you envision?
- Have you factored in expenses such as health care and the possible need for long-term care services in the future?
- Will you have enough steady income to meet your expenses throughout retirement?
- How many years do you have before you could stop working entirely — if you wanted to?
- Do you want or need to work in the future?
- Do you have a financial advisor who can help you determine “how much is enough?”

HOW TO ASSESS YOUR RETIREMENT NEEDS

The retirement benefits landscape has changed dramatically in recent years. The number of employers who offer retiree health insurance or pension plans is dwindling. At some point, the government will have to address the country’s long-term debt, which may include changes to Social Security and Medicare. Increasingly, saving for retirement has become the responsibility of individuals. As we live longer, we have more retirement years to fund, which creates an even greater challenge.

The important thing to remember is that with proper planning, you can find your way. Start where you are, stay positive, and be flexible with the choices you may need to make to create the kind of retirement you envision.

DECIDE WHEN YOU WANT TO RETIRE

There’s a growing trend among older Americans to extend their work life, preferring to phase out of full-time work past the traditional retirement age of 65. The decision to work longer often depends on financial resources, but many older individuals also are choosing to work longer because of personal preferences.
Regardless of your age, the factors that most impact your retirement timeline are:

- **Health status.** Do you expect to live a long life? Your current health, family medical history, and lifestyle habits are good indicators of longevity.

- **Financial stability.** Will you have enough savings and income sources to support your retirement plans? By factoring accumulated savings and future income sources, you’ll have a good idea of how much income you’ll have at the start of retirement and how much you can count on for the rest of your life.

- **Lifestyle plans.** How do you envision your retirement years? Are you planning to reduce, maintain, or expand your current lifestyle? Choices such as travel, hobbies, and entrepreneurial plans will greatly impact the amount of money you’ll need.

- **Benefits eligibility.** What benefits does your employer offer, and how long can you access these benefits after you retire? Your decision to stop working may affect your health insurance coverage and your overall savings if you have a 401(k), 403(b), or similar retirement saving plan through your employer.

**DETERMINE HOW MUCH INCOME YOU’LL NEED**

A good financial goal for retirement is to replace 100% of your pre-retirement income for each year in retirement. So if you plan to retire at age 70, it’s smart to create a retirement plan with enough savings and income sources to match your income level at age 69.

Some financial planners have traditionally suggested a lower figure, since some costs tend to go down in retirement such as taxes and commuting. But with the cost of health care on the rise, the chances of living a long life, and your desire to remain active during retirement, it’s wise to aim for a higher goal.

**How Much Will You Need? Consider the Following Factors:**

- Taxes and inflation
- Likelihood of living a long life
- Types of income you will have in retirement
- Basic expenses
- Potential health care costs including dental, vision care, and long-term care costs
- Percentage of pre-retirement income you’ll need
- A reduced or enhanced retirement lifestyle
**BE AWARE OF YOUR SOCIAL SECURITY BENEFITS**

While Social Security may undergo changes in the future, most experts agree it will remain an important source of retirement funds.

Most of us are covered by Social Security, which pays inflation-adjusted retirement income for life. If a percentage of every paycheck you’ve earned has been withheld for Social Security, you’re most likely eligible for retired worker benefits based on your employment history. If you’re married, you may qualify for a spousal benefit based on your spouse’s work history. You may also choose to continue working full- or part-time even while receiving Social Security to supplement your income or save for future needs.

Timing will affect the amount you receive from Social Security. Early Social Security retirement benefits begin at age 62, while full retirement age benefits begin between ages 65 and 67, depending on your date of birth. The age at which you retire also affects the benefit your spouse will receive if he or she is entitled to a spousal benefit.

**Calculate Your Social Security Retirement Age**

<table>
<thead>
<tr>
<th>Year of Birth</th>
<th>Normal Retirement Age</th>
</tr>
</thead>
<tbody>
<tr>
<td>1943–54</td>
<td>66</td>
</tr>
<tr>
<td>1955</td>
<td>66 and 2 months</td>
</tr>
<tr>
<td>1956</td>
<td>66 and 4 months</td>
</tr>
<tr>
<td>1957</td>
<td>66 and 6 months</td>
</tr>
<tr>
<td>1958</td>
<td>66 and 8 months</td>
</tr>
<tr>
<td>1959</td>
<td>66 and 10 months</td>
</tr>
<tr>
<td>1960 and later</td>
<td>67</td>
</tr>
</tbody>
</table>

Source: Social Security Administration

The longer you wait to begin receiving Social Security benefits (up to age 70), the higher your monthly benefit will be. This may be an important consideration if Social Security will make up a significant percentage of your post-retirement income.
Social Security bases your benefit on your work history and salary as well as age at retirement. The example below shows how waiting to take Social Security can affect your monthly benefit.

<table>
<thead>
<tr>
<th>Estimated Social Security Retirement Benefits</th>
</tr>
</thead>
<tbody>
<tr>
<td>If born in 1960, at age 62, your payment would be about $1,064/month</td>
</tr>
<tr>
<td>If you continue working until your full retirement age (67 years), your payment would be about $1,543/month</td>
</tr>
<tr>
<td>If you continue working until age 70, your payment would be about $1,924/month</td>
</tr>
</tbody>
</table>

Source: Sample Statement, Social Security Administration

In this example, you would receive an extra $860 per month for the rest of your life by waiting eight years to take Social Security. For an estimate of your Social Security benefits, refer to the annual benefits estimate statement you receive each year from the Social Security Administration (www.socialsecurity.gov).

See also: The Essentials: Social Security.

**PLAN FOR HEALTH CARE EXPENSES**

While longevity can bring many rewards, it also comes with the greater risk of experiencing changes in health.

Health care costs are rising at a faster rate than general increases in prices. You could jeopardize your retirement savings unless you’re properly insured for health care expenses normally associated with aging, such as more frequent visits to the doctor, medical procedures, prescription drugs, and hospital stays.

If you plan to retire before age 65, ask your employer what health care benefits are available to retirees and what the cost will be. If none are provided, you may be eligible for COBRA (the Consolidated Omnibus Budget Reconciliation Act of 1986). COBRA allows you to continue your employer-provided health insurance for up to 18 months after leaving the company, typically at your own cost plus an administrative fee. You may also be eligible for insurance coverage through your spouse’s employer, if he or she plans to continue working.

See also: The Essentials: Retirement Planning: Health Care Considerations.
If you plan to retire at 65 or older, you will likely qualify for Medicare. The chart below provides a brief overview of the various aspects of Medicare coverage.

<table>
<thead>
<tr>
<th>Medicare Coverage at a Glance</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Medicare Part A</strong></td>
</tr>
<tr>
<td><strong>Medicare Part B</strong></td>
</tr>
<tr>
<td><strong>Medicare Part C, or Medicare Advantage Plans</strong></td>
</tr>
<tr>
<td><strong>Medicare Part D</strong></td>
</tr>
<tr>
<td><strong>Medigap</strong></td>
</tr>
<tr>
<td><strong>Not Covered</strong></td>
</tr>
</tbody>
</table>

It is important to understand that if you have retiree health care coverage through your employer or your spouse’s employer, you may not need a Medigap plan to cover the deductibles, co-payments, and coinsurance under Medicare. In addition, if you have prescription drug coverage through your employer or your spouse’s employer that is equivalent to Medicare Part D, you may not need to enroll in Medicare Part D. Talk to your employer to assess and compare your options.

See also: The Essentials: Medicare and Medicaid and The Essentials: Retirement Planning: Health Care Considerations.
Understand the Options

UNDERSTAND THE IMPORTANCE OF YOUR TIME HORIZON

Your time horizon is the time between starting to save for retirement and when you plan to retire. Clearly, the earlier you start saving, the more time your money has to grow. The closer you are to retirement before starting to save, the more money you will need to put away.

As the table below reveals, a longer time horizon could nearly double the amount available for retirement by the age of 65, even by saving the same amount of money.

<table>
<thead>
<tr>
<th>Savings Growth over Time</th>
<th>Start Earlier</th>
<th>Start Later</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start saving at age…</td>
<td>22</td>
<td>40</td>
</tr>
<tr>
<td>Amount saved</td>
<td>$500/year</td>
<td>$500/year</td>
</tr>
<tr>
<td>Stop saving at age…</td>
<td>30</td>
<td>65</td>
</tr>
<tr>
<td>Years of contributing</td>
<td>9</td>
<td>26</td>
</tr>
<tr>
<td>Total saved</td>
<td>$4,500</td>
<td>$13,000</td>
</tr>
<tr>
<td>Value by age 65*</td>
<td>$68,418</td>
<td>$36,742</td>
</tr>
</tbody>
</table>

Source: Women’s Institute for a Secure Retirement, “Investing Early Pays Off” fact sheet

*Assumes a 7% interest rate. Calculations are for illustrative purposes only. They are based on hypothetical rates of return and do not represent investment in any specific product. They may not be used to predict or project investment performance. Unless noted, taxes and charges and expenses that would be associated with an actual investment are not reflected.

MATCH YOUR TIME HORIZON WITH INVESTMENT RISK

Your time horizon has a lot to do with the type of investment that is right for you. The longer your time horizon, the more risk you can take. If you’re retired or close to retirement, a sudden downturn in the economy can have a significant impact on your retirement security.

Stocks may be considered risky investments. A stock’s value can go up and down dramatically over a short period of time, and you may even lose your entire investment. But over the long term, based on past performance, stocks have the potential to earn higher returns than other types of investments. Over periods of 10 or more years, the good years tend to make up for the bad years. However, stocks can have down periods that last for several years. Success in stock investing also means a willingness and ability (with a long time horizon) to ride out the bad years. A way to perhaps lessen this risk is to invest in mutual funds. Mutual funds are investments with money pooled from many people which allow you to buy into a broad group of stocks that enable you to spread risk beyond a single company. However, as with any investment, mutual funds are subject to market risk and you still may lose money.
More conservative investment options are also available. They include Certificates of Deposit (CDs), money market accounts, bonds, and government vehicles such as Treasury Bills, Treasury Inflation-Protected Securities (TIPS), and I Bonds. These investments tend to carry less risk than stocks, but there is risk with every investment. You might think, for example, that by keeping your savings in a money market account you are protecting yourself from investment risk. But even “fixed investments” bear risk — here, the risk that inflation will eat into potential gains. Your investment strategy should attempt to beat the rising costs of goods and services, within your risk tolerance. Otherwise, your money could lose purchasing power. In addition, with increased longevity, not keeping pace with inflation increases your risk of outliving your assets.

MANAGE INVESTMENT RISK THROUGH DIVERSIFICATION

Spreading your money over a mix of investments may help minimize your risk. To diversify your investments, first decide on an asset allocation strategy — the right mix of investment types based on your time horizon and tolerance for risk. For example, someone with a long time horizon and comfort with investment risk may put 80% or more of his or her retirement savings in stocks and the rest in bonds. However, someone with a short time horizon and a low tolerance for risk may put 80% or more retirement savings in Treasury Bills.

Diversification through asset allocation does not ensure a profit or guarantee against a loss. It is a method for minimizing risk for a given level of return or maximizing return for a given level of risk.

TAX-ADVANTAGED OPTIONS

Along with a diversity of investment products, your retirement plan may include a mix of taxable investment vehicles and tax-deferred investment vehicles. Qualified plans with tax-deferred status allow you to wait to pay taxes on pre-tax contributions and appreciation until you begin to withdraw funds when you may be in a lower tax bracket. Your decision to purchase or participate in either type of program will depend on your tax bracket at the time of contribution and when you choose to withdraw funds.

The most common tax-advantaged retirement vehicles are 401(k)s, 403(b)s, and IRAs:

- **401(k) and 403(b) plans** are sponsored by your employer and allow you to set aside pre-tax income for retirement purposes. In some cases, employers match a percentage of the employee contributions or match it dollar-for-dollar (subject to certain limits). A 403(b) is usually offered by a non-profit company, such as a university or charitable organization.

- **Individual Retirement Arrangements (IRAs)** are offered by banks and other financial institutions and allow you and/or your spouse to save for retirement on your own. Several types are available. You may contribute simultaneously to both an employer-sponsored plan and an IRA as permitted by tax rules.
### Retirement Investment Vehicles

<table>
<thead>
<tr>
<th>Plan Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>401(k) or 403(b)</td>
<td>Traditional retirement savings plan offered by an employer. 401(k)s and 403(b)s typically offer a range of investments from which to choose. Contributions are made with each paycheck, making regular saving easy. An employer may match a percentage of your contributions, making this option even more attractive. With traditional plans, your contributions are funded with pre-tax dollars and reduce your current taxable income. Your savings (including all contributions from you and your employer, plus earnings) will grow tax-deferred, meaning they will not be taxed until withdrawn. Withdrawals made after age 59½ will be taxed as current income. Withdrawals, where permitted, before age 59½ will be subject to a 10% Federal income tax penalty.</td>
</tr>
<tr>
<td>Roth 401(k) or 403(b)</td>
<td>A variety of employer-sponsored retirement plans where your contributions are made with after-tax dollars and do not reduce your current taxable income. Qualified withdrawals (e.g., made after age 59½ and satisfaction of the 5-year holding period) on your portion of contributions and their earnings will not be taxed. Non-qualified withdrawals of taxable amounts are subject to ordinary income tax and if made prior to age 59½, may be subject to a 10% federal tax penalty. In addition, if your employer provides a matching contribution to your Roth plan, this match is made with pre-tax dollars, and you will be required to pay tax on these amounts and their earnings when you take a withdrawal. Withdrawals, where permitted, on earnings prior to age 59½ are subject to ordinary income tax and a 10% Federal income tax penalty.</td>
</tr>
<tr>
<td>IRA</td>
<td>A tax-deferred account that permits individuals to set aside money (considered pre-tax because of an offsetting deduction subject to annual limits) each year for retirement. In most cases, your pre-tax contributions and earnings are tax-deferred until withdrawals begin at age 59½ or later. (Early withdrawals have a 10% Federal income tax penalty.)</td>
</tr>
<tr>
<td>Roth IRA</td>
<td>A type of IRA where contributions are made with after-tax dollars. Qualified withdrawals of taxable amounts (e.g., withdrawals made after age 59½ and satisfaction of the 5-year holding period) — including earnings over time — will not be considered taxable income. Withdrawals on earnings prior to age 59½ are subject to ordinary income tax and a 10% Federal income tax penalty.</td>
</tr>
<tr>
<td>Investment Options</td>
<td>Description</td>
</tr>
<tr>
<td>-------------------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Stock</td>
<td>An investment option that represents pieces of ownership in a company.</td>
</tr>
<tr>
<td>Mutual Fund</td>
<td>A collection of stocks, bonds, or cash investments, or a combination of them. A mutual fund invests a pool of money from many investors. Investment return and principal value will fluctuate with changes in market conditions such that shares may be worth more or less than original cost when redeemed.</td>
</tr>
<tr>
<td>Certificate of Deposit (CD)</td>
<td>An FDIC-insured product that is low-risk and offers a fixed rate of return over a specified period of time.</td>
</tr>
<tr>
<td>Money Market Fund</td>
<td>A mutual fund that invests primarily in cash and certain short-term bonds rather than stocks. Money market mutual funds strive to maintain a net asset value of $1.00 per share, which is not guaranteed. Money market funds are not insured by the FDIC or any other government agency.</td>
</tr>
<tr>
<td>Money Market Account</td>
<td>A type of interest-bearing account offered by banks and other financial institutions. Money market accounts are insured by the FDIC.</td>
</tr>
<tr>
<td>Bond</td>
<td>Debt issued by a company or government entity. When you buy a bond, you loan money to the organization that issues it. You get an IOU and a promise that you will get your money back with interest. The value of debt securities will fluctuate with changes in interest rates, prepayment payment rates, exercise of call provisions, market conditions, and other variables. There is also a risk that the issuer will be unable to make principal and/or interest payments.</td>
</tr>
<tr>
<td>Treasury Bill (T-Bill)</td>
<td>A debt product sold by the Federal Government, which has terms ranging from 4 to 52 weeks. They are typically purchased at a discount and paid at full value when the term is up. Interest earned is exempt from state and local tax.</td>
</tr>
<tr>
<td>Treasury Inflation-Protected Securities (TIPS)</td>
<td>Debt products from the Federal Government that can be purchased for 5-, 10- or 20-year periods. The principal in TIPS adjusts with the Consumer Price Index (CPI) so that it can go up or down. TIPS pay interest every 6 months based on the CPI at the time interest is paid. At maturity they pay out a sum based on the CPI at that time.</td>
</tr>
<tr>
<td>I-Bond</td>
<td>Federal Government investment product that can be purchased in increments up to $5,000 per year. I Bonds earn interest from the first day of the month they are issued. Interest is accrued under two separate rates, a fixed rate that remains the same for the life of the bond and an inflation rate that is based on CPI changes and can change every 6 months.</td>
</tr>
</tbody>
</table>
PROTECTING YOUR ASSETS

Purchasing the right types of insurance is an important piece of your retirement plan to protect the assets you are building. The costs of a serious accident, a long-term illness, or some other unexpected event can easily wipe out years of savings and investment income.

The following insurance products can help protect your assets and the financial security of you and your family.

<table>
<thead>
<tr>
<th>Important Insurance Protection Vehicles</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Auto Insurance</strong></td>
</tr>
<tr>
<td><strong>Critical Illness Insurance</strong></td>
</tr>
<tr>
<td><strong>Disability Income Insurance</strong></td>
</tr>
<tr>
<td><strong>Health Insurance</strong></td>
</tr>
<tr>
<td><strong>Homeowners or Renters Insurance</strong></td>
</tr>
<tr>
<td><strong>Life Insurance</strong></td>
</tr>
<tr>
<td><strong>Long-Term Care Insurance</strong></td>
</tr>
</tbody>
</table>

CREATING AN INCOME STREAM THROUGHOUT RETIREMENT

You may find that Social Security and any pension to which you are entitled may not meet your monthly income needs in retirement. Annuities are a tool that can help provide you with additional income.

**Annuities**

Annuities are contracts with an insurance company that provide you with regular payments at a later time in exchange for your purchase of the annuity with either a single payment you make today, or a series of payments you make over time. Depending on the option you select for receiving payments from the annuity, an annuity may be the only financial tool that can be guaranteed to provide an income you cannot outlive.
Annuities can be fixed or variable, immediate or deferred.

- **Fixed annuities** guarantee that you will receive back your purchase payments, plus a specified interest rate, either immediately or at some point in the future. In general, fixed annuities are less risky than variable annuities.

- **Variable annuities** rise and fall based on the performance of the market. Your payment or payments are invested in sub-accounts/investment divisions. You choose the sub-accounts/investment divisions to which you want to allocate your payment(s) and how much to assign to each based on your time horizon and risk tolerance. As the values of sub-accounts/investment divisions rise and fall with the markets, the amount of income you are guaranteed to receive in the future rises and falls as well.

- **Immediate annuities**, also called income annuities, are typically purchased in one lump sum payment often by those already retired. Payments to you must begin within one year. Usually, income annuities provide regular payments that will last for the rest of your life.

- **Deferred annuities** can serve as a retirement saving and income vehicle, and can be helpful to younger individuals and pre-retirees who do not need immediate payouts. Variable deferred annuities may also offer “living benefits” for a fee to help protect your account balance, future income, and death benefits from market fluctuations.

Whether an annuity is right for you and what type might best meet your needs depends on your circumstances. A financial professional can assist you. He or she can help you understand the benefits as well as the expenses, possible drawbacks, and risks associated with annuity options as they relate to your overall financial plan.

If you are buying an annuity to fund a qualified retirement plan or IRA, you should do so for the annuity’s features and benefits other than tax deferral. In such cases, tax deferral is not an additional benefit of the annuity. References throughout this material to tax advantages, such as tax deferral and tax-free transfers, are subject to this consideration.

Another factor to consider when purchasing an annuity is withdrawals of taxable amounts subject to ordinary income tax and, if made before age 59½, may be subject to a 10% Federal income tax penalty. Withdrawals will reduce the living and death benefits and account value of an annuity. Withdrawals may also be subject to withdrawal charges.

See the tool: Retirement Saving and Planning Checklist.
Make a Plan

ESSENTIALS OF A RETIREMENT PLAN
It's never too early to create a retirement plan. Remember, the longer your timeline, the more time your retirement fund has the potential to grow. If you’re older and just beginning to plan, you can learn the number of ways you can accelerate your savings, invest wisely, find new sources of income, and seek to be prepared for a comfortable retirement. An experienced and qualified financial advisor can provide the necessary guidance.

Your retirement plan may include a variety of products, timetables, and tools to monitor growth and achieve your goals.

At a minimum, the following should be a part of your complete plan:

- Timetable for accumulation of retirement funds.
- Timetable for changes in employment status.
- Options to create an income stream to last throughout retirement.
- Diverse portfolio and an appropriate asset allocation to meet goals and monitor risk.
- Health insurance plan.
- Insurance products to protect your assets and financial security for yourself and your family.
- Automatic savings and investing to make it easy and help you maintain discipline.
- Proper and organized recordkeeping.

GET HELP FROM RELIABLE PROFESSIONALS
A variety of financial professionals can help you assess your needs, understand retirement products, and assist you with purchasing the combination of savings and investments that best match your goals and risk tolerance.

<table>
<thead>
<tr>
<th>Professional Help</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fee-only planner or investment adviser</td>
<td>Can help assess your retirement needs, develops a plan for a fee, and recommend appropriate financial strategy products without bias based on commission sales.</td>
</tr>
</tbody>
</table>
**CHOOSE HELP WISELY**

Finding the right professional for your situation will take some time and careful consideration, but it is time well spent. The goal is to find a qualified, experienced person who understands and respects your goals for retirement and your ideas about handling your money. Do not make the mistake of choosing a financial professional from the Yellow Pages. Ask for referrals from people you trust: family members and friends, your accountant, lawyer, or banker. Also, various associations can provide you with the names of financial planners, insurance agents, and investment brokers in your area.

In addition to understanding the experience and credentials of a financial professional you are considering, you should also ask yourself if the financial professional:

- Has time for you, regardless of how much money you have to invest.
- Listens to you and seems to respect your opinions.
- Explains things in terms you can understand rather than using financial jargon.

Narrow your list to several top candidates and set up an interview with each. Interview at least three individuals to find the one who is right for you. Prevent any misunderstandings by stating up-front that the purpose of the meeting is to find out more about the professional’s knowledge, experience, and philosophy. Be sure to ask in advance if there will be a charge for this meeting.

At your meeting, ask for references and a copy of the professional’s résumé, including education and professional training, along with any professional designations earned. Remember, your choice of advisor will affect your financial future. Do not be embarrassed to ask questions and expect direct answers. And do not hesitate to do background checks yourself. Visit the Financial Industry Regulatory Authority (FINRA) ([http://www.finra.org/Investors/ToolsCalculators/BrokerCheck/](http://www.finra.org/Investors/ToolsCalculators/BrokerCheck/)) to research the professional backgrounds of current and former FINRA-registered brokerage firms and brokers.

Information to help you understand the various professional designations financial professionals may hold can be found by visiting ([http://apps.finra.org/DataDirectory/1/prodesignations.aspx](http://apps.finra.org/DataDirectory/1/prodesignations.aspx)).


*See the tool: Retirement Saving and Planning Checklist.*
Monitor and Adapt

THE IMPORTANCE OF PERIODIC REVIEWS
Plans change. Circumstances change. The markets change. No matter when you start and how well you prepare, retirement planning is fluid. So you should review your plan at least yearly to make sure you’re on track.

CONSIDER WORKING LONGER IF RETIREMENT FUNDS ARE SHORT
Balance your Social Security and other sources of income against your anticipated expenses. If you find your nest egg is or will be too small to allow you to live the life you hoped for in retirement, extending your working years may help you make up the difference. By staying in the workforce, you’ll have more time to contribute to your 401(k), 403(b), or IRA; plus, you’ll have fewer retirement years to fund.

LEARN HOW A NEW JOB WILL IMPACT YOUR PLAN
When you consider a job change or if you are not working and are looking for a job, don’t forget to add employee benefits to your must-have list.

Look for an employer who offers a pension, 401(k), or 403(b) plan as well as health, life, and disability income insurance. If you choose to leave a job with benefits, find out first if you have worked enough years to earn a right to a pension or to the employer match in the 401(k). If possible, work long enough to earn that right. If you have 401(k) savings, don’t take a withdrawal if you can avoid it; roll your savings over to the new employer’s plan or into an IRA. When you switch jobs, even a substantial pay increase may not offset the value of the benefits you will lose.

CONSIDER LIFE EVENTS THAT CAN IMPACT YOUR RETIREMENT PLANS
As you assess your overall situation, be sure to include the possible impact of unexpected circumstances such as:

- **Divorce.** Will your spouse receive some or all of your retirement savings? Will you lose a source of income you once expected to continue?
- **Death of a spouse.** Do you have adequate life insurance to offset the income your spouse once provided?
- **Loss of a job.** Will you have to adjust your retirement plans because you or your spouse are unemployed for a long time?
■ **Disability.** If you or your spouse could no longer work, would you have a means to replace all or part of the income you once earned?

■ **Long-term illness or injury.** Would medical bills, care expenses, and lost income greatly impact your retirement security?

If any of these events occur, it’s smart to seek professional advice from an attorney and/or a financial advisor to clearly understand the impact on your retirement plans and make necessary adjustments based on your individual circumstances.

**SEEK ASSISTANCE ALONG THE WAY**

Today, millions of Americans are devoting their post-retirement years to new adventures — starting new careers, volunteering, returning to school, and pursuing other paths that build on the knowledge and interest they’ve acquired over the years.

No matter how you envision your retirement, the right plan will help you live it. Few people do it alone, and most rely on qualified professionals to assist them along the way. Whether you’re a young person with time on your side, or an older person looking to ensure your money won’t run out, it’s never too late to make a plan and adjust it when circumstances change.
Resources for You

USEFUL PUBLICATIONS

U.S. Department of Labor, Employee Benefits Security Administration, September 2010. This guide provides details on COBRA-related questions in a clear, easy-to-read format.

Beginners’ Guide to Asset Allocation, Diversification, and Rebalancing
www.sec.gov/investor/pubs/assetallocation.htm

www.medicare.gov/Publications/Pubs/pdf/02110.pdf

Invest Wisely: An Introduction to Mutual Funds
www.sec.gov/investor/pubs/inwsmf.htm

Medicare & You 2012
Centers for Medicare & Medicaid Services, CMS Publication No. 10050, August 2011. This guide explains Medicare basics and includes information about health plans, including Medicare Advantage, prescription drug plans, and enrollment.

Retirement and Health Care Coverage…Questions and Answers for Dislocated Employees

Retirement Benefits
Social Security Administration, Publication No. 05-10035, January 2010. This guide provides an overview of the retirement benefits under Social Security.
Taking the Mystery Out of Retirement Planning
U.S. Department of Labor, Employee Benefits Security Administration (EBSA), February 2010.
This guide provides an overview of the retirement planning process for workers 10 years from retirement. www.dol.gov/ebsa/publications/nearretirement.html

INTERNET SITES

The Insurance Information Institute
www.iii.org/individuals/annuities
Provides an overview of annuities. It gives product information in a very easy question-and-answer format. The Web site also includes information on other products, including health, disability, life, and long-term care insurance.

Medicare
www.medicare.gov
Contains detailed information on all aspects of Medicare including the prescription drug program. It provides local and state-specific information on available Medicare Prescription Drug plans, an individual plan comparison capability based on an individual’s Medicare number and demographic information, and a formulary finder to allow individuals to search formularies in their state in relation to medications they are taking.

MyMoney.gov
www.mymoney.gov
The U.S. Government’s Web site focused on educating Americans about basic financial issues—balancing a checkbook to savings and investment and retirement planning. The site includes information from 20 Federal agencies, and includes finance-related tools and calculators. You can also order a free “MyMoney” tool kit, which includes publications on saving, investing, protecting, and getting the most from your money.

National Clearinghouse for Long-Term Care Information
www.longtermcare.gov
This government-sponsored site, provides an overview of long-term care and the importance of planning.
Social Security Administration  
www.ssa.gov  
Provides information on all aspects of Social Security. Includes a “Retirement Estimator” to provide you with an estimate of your Social Security retirement benefit based on your actual Social Security earnings record. It also includes question-and-answer sections related to your Benefits Statement, Medicare Enrollment, Disability, etc. Publications are available in several languages.

TreasuryDirect  
www.treasurydirect.gov  
The first and only financial services Web site that lets you buy and redeem securities directly from the U.S. Department of the Treasury in paperless electronic form. The site contains information for consumers about a variety of government Treasury Securities, including Treasury Bills (T-Bills), Bonds, and Treasury Inflation-Protected Securities (TIPS).

U.S. Department of Labor, Employee Benefits Security Administration (EBSA)  
www.dol.gov/EBSA/savingmatters.html  
Provides an educational campaign related to retirement planning called “Savings Matters.” Consumer brochures available in both English and Spanish.
Like most insurance and annuity contracts, MetLife insurance and contracts contain exclusions, limitations, reduction of benefits, surrender charges and terms for keeping them in force. Your representative can provide you with costs and complete details. Insurance and annuities issued by Metropolitan Life Insurance Company, New York, NY 10166.

Mutual funds are sold by prospectus only, which is available from your registered representative. Please carefully consider investment objectives, risks, charges, and expenses before investing. For this and other information about any mutual fund please obtain a prospectus and read it carefully before you invest. Investment return and principal value will fluctuate with changes in market conditions such that shares may be worth more or less than original cost when redeemed.

Guarantees apply to certain insurance and annuity products (not securities, variable or investment advisory products) including optional benefits, and are subject to product terms, exclusions and limitations and the insurer’s claims-paying ability and financial strength of the issuing insurance company.

Variable Annuities are sold by prospectus only, which is available from your registered representative. Please carefully consider investment objectives, risks, charges, and expenses before investing. For this and other information about any mutual fund or variable annuity please obtain a prospectus and read it carefully before you invest. Investment return and principal value will fluctuate with changes in market conditions such that shares may be worth more or less than original cost when redeemed.

Variable annuities are long-term investments designed for retirement purposes. MetLife variable annuities have limitations, exclusions, charges, termination provisions and terms for keeping them in force. There is no guarantee that any of the variable investment options in this product will meet their stated goals or objectives. All product guarantees, including optional benefits, are based on the claims-paying ability and financial strength of the issuing insurance company. Please contact your financial professional for complete details.

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