

THE SMALL BUSINESS OWNER'S RETIREMENT GUIDE



OVERVIEW:

Depending on where you are in your journey as a small business owner, retirement can seem like a long way away. However, it's important to begin planning now to set yourself up for a successful future.

Use the following checklist to identify steps you can take to get started on creating a retirement strategy.

WHAT'S INCLUDED:

- **Retirement checklist**
A list of factors to consider as you plan for retirement

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Support network

Collaborate with a team of trusted advisors who can help you achieve your retirement goals.

- Certified public accountant (tax planning)
- Financial advisor (investments, employee benefits, 401(k), pensions, etc.)
- Business/tax attorney (business valuation, tax liability)
- Estate planning attorney (wills, life and health insurance)

Life goals

Define your vision for retirement by establishing your short-term and long-term aspirations both professionally and personally.

- Retirement timeline
- Homebuying or selling plans
- Lifestyle wishes
- Travel interests

Business exit plan

Create a strategy that will steer your business toward achieving its long-term goals and facilitate a seamless transition to new ownership.

- Transition road map
- Marketing plan
- Employment wishes
- Business valuation

Financial records

Ensure all your business documents are well organized and readily available for potential buyers to assess your company's worth when you decide to sell.

- Financial documents (profit and loss statements, tax returns, balance sheets, etc.)
- Bookkeeping records (invoices, receipts, sales ledgers, etc.)
- Cash-flow analysis

