

# YEAR-END FINANCIAL CHECKLIST



## From Centric Credit Union & Summit Financial Wealth Advisors

### WORK & EMPLOYMENT (BY DEC. 31)

- ☐ Update address, phone, and email with employer & banks
- ☐ Confirm 401(k) contributions (max out or adjust with HR)
- ☐ Use up Flexible Spending Account (FSA) funds or submit receipts
- ☐ Check Paid Time Off (PTO) rollover rules and use extra days
- ☐ Review open enrollment benefits (health, dental, vision, life)
- ☐ Review HSA contributions (April 15 deadline for tax year)

### PERSONAL FINANCES (BY DEC. 31)

- ☐ Make 529 college savings contributions
- ☐ Review investments for tax-loss harvesting (ask CPA/advisor)
- ☐ Complete charitable giving (cash or appreciated stock)
- ☐ Finish Roth IRA conversions (contributions allowed until April 15)

### RETIREMENT PLANNING

- ☐ Take Required Minimum Distributions (RMDs) if age 73+
- ☐ Consider Qualified Charitable Distributions (QCDs) to reduce taxes
- ☐ Contribute at least enough to get your employer 401(k) match
- ☐ Increase retirement savings by 1% each year

### OTHER SMART MOVES

- ☐ Review & consolidate old 401(k)s from past employers
- ☐ Meet with HR, CPA, attorney, or financial advisor for guidance
- ☐ If turning 26, plan ahead for your own health insurance
- ☐ Connect with Summit Financial Wealth Advisors through Centric CU for retirement & financial planning support

Investment and retirement products offered through Summit Financial Wealth Advisors.

Are Not Deposits	Are Not NCUA or otherwise Federally Insured	Are Not Obligations of or Guaranteed by the Credit Union	May Lose Value
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