RAYMOND JAMES

The momentum of a fresh start makes the new year an ideal time to get things in order in your life and your finances. Schedule some time to check in on your accounts, organize tax documents, automate bill paying and go paperless to simplify things and set yourself up for success.

WINTER 2019 | MARKET CLOSURES

Tuesday, January 1: New Year's Day

Monday, January 21: Martin Luther King Jr. Day

Monday, February 18: Presidents Day

MARK YOUR CALENDAR

- ☐ **Tuesday, January 15:** Fourth quarter estimated payments are due, if required.
- ☐ **Thursday, January 31:** Raymond James mails year-end retirement tax forms for 1099-R and 5498, if applicable.
- ☐ **Friday, February 15:** Raymond James begins mailing 1099 tax statements.
- ☐ **Thursday, February 28:** Raymond James mails amended 1099s and those delayed due to specific holdings and/or income reallocation. March 15 is the final day to mail any original 1099s and continued amended 1099s as needed.

PLANNING TO-DO'S

- ☐ **Consolidate and cut clutter:** Sign up for Client Access to view your account online and go paperless. Then, organize your personal and financial documents by uploading them to Vault, our secure online file-sharing platform.
- ☐ **Revisit retirement:** Confirm that employer retirement plan contributions take advantage of any available employer match. Maximize IRA contributions early in the year so they have more time to potentially generate tax-deferred gains; you have until mid-April to do so for the previous year. If you are 50 or older, ask your advisor about catch-up contributions.
- ☐ **Optimize health spending:** If you participate in a flexible spending account (FSA) or health savings account (HSA), review your contribution levels to take full advantage – without exceeding applicable limits. If you have an FSA, use available funds before your plan's use-it-or-lose-it deadline if there is one.
- ☐ **Do a budget gut-check:** Have new expenses that must be factored into your financial plan? Conduct a cash flow and liquidity analysis to make sure you're in good shape. Then prioritize how you'll apply available savings, whether it's to pay down high-interest debt, build or maintain an emergency fund, or increase retirement savings.
- ☐ **Prepare for fuss-free filing:** Keep your tax documents organized as they arrive so you're prepared to file. Talk to your advisor about coordinating with your tax professional to ensure everything is in order.

RAYMOND JAMES

A plan for all seasons

A SPRINGTIME SPRUCE-UP

The birds singing and flowers blooming are a cue – it's time for heavy duty cleaning and organizing. That includes cleaning out your financial to-do list and discussing any outstanding items with your advisor. It's also a good idea to check your credit report and consider consolidating your retirement accounts.

SPRING 2019 | MARKET CLOSURES

Friday, April 19: Good Friday

Monday, May 27: Memorial Day

MARK YOUR CALENDAR

- ☐ **Monday, April 1:** Final day to take 2019 required minimum distributions for those who turned 70½ in 2018.
- ☐ **Monday, April 15:** Tax day – the deadline to file your taxes or request a tax filing extension. Mark this date!
- ☐ **Monday, April 15:** Last day to contribute to traditional and Roth IRAs or Coverdell education savings accounts for 2018.

PLANNING TO-DO'S

- ☐ **Don't delay distributions:** If over 70½, take required minimum distributions (RMDs) from your IRAs and qualified plans. You must begin RMDs by April 1 the year after you turn 70½. After the first distribution, IRA holders must take distributions by December 31 each year. That means if you reached 70½ during 2018, and you delayed your 2018 initial RMD until April 1, 2019, your 2019 RMD would still be due before December 31, 2019. For more information, go to irs.gov/rmd.
- ☐ **Home in on a housing plan:** It's homebuying season. If you're considering buying or refinancing a home, check your finances and pay close attention to interest rates.
- ☐ **Weigh an extension:** If applicable – particularly if you hold securities subject to income reallocation – ask your tax advisor if filing an extension with the IRS would be beneficial.
- ☐ **Unify and simplify:** If you have retirement accounts with former employers, talk to your advisor about your options.
- ☐ **Pull your credit report:** Obtain a free copy of your credit report and conduct a midyear review.
- ☐ **Dream of graduation:** Talk to your advisor about education savings plan alternatives for your child or grandchild.
- ☐ **Have a teachable moment:** Start a conversation about finances and budgeting with a student or recent graduate in your life. Consider introducing him or her to your financial advisor to learn the basics of saving and investing.

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CLEAR SKIES AND CLEARLY DEFINED GOALS

The beaches are filling up and the days are getting longer, giving you space to take a breath, reflect on your progress and set new goals. You'll also want to take stock of any recent life changes that may affect your estate plan, benefits and insurance and adjust as needed

SUMMER 2019 | MARKET CLOSURES

Thursday, July 4: Independence Day

Monday, September 2: Labor Day

MARK YOUR CALENDAR

- ☐ **Friday, August 2:** Observe Information Security Day – update your passwords for all online accounts to keep your personal information secure.

PLANNING TO-DO'S

- ☐ **Conduct a midyear checkup:** Look back on your to-do list progress, make sure your retirement plan is on track, determine if your emergency fund is adequate, and establish a regular savings plan you can stick to each month.
- ☐ **Register with SSA.gov:** Check your earnings history for accuracy and review your expected benefits. If you're close to retirement age, discuss with your advisor when and how you should file to maximize your benefits.
- ☐ **Update your estate plan:** Check the beneficiaries of your IRAs, insurance policies, trusts and any other accounts, and update information that is no longer relevant. Ensure your plan protects you and your family in the case of an unexpected event.
- ☐ **Assess insurance needs:** Periodically review and update coverage to ensure proper protection.
- ☐ **Adjust as life changes:** Speak with your advisor about major life changes you've experienced and how your financial plan could be affected. These changes include marriages, births, deaths, divorces, a sudden windfall and more.
- ☐ **Plan a family meeting:** Use the opportunity to talk about "big" things, like your philanthropic legacy, as well as simpler things – like the menu for the next holiday dinner.
- ☐ **Never stop learning:** Websites like EdX and Coursera offer free online classes in a range of topics.

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A plan for all seasons

TIE UP LOOSE ENDS WITH A BOW

After a successful year, it's great to relax a bit and enjoy the holiday season. But you also want to finish strong. It's a good idea to work with your advisor to identify opportunities for tax-deferred growth, as well as tax-advantaged investment and charitable giving options, as the year comes to a close.

FALL 2019 | MARKET CLOSURES

Thursday, November 28: Thanksgiving Day

Wednesday, December 25: Christmas Day

MARK YOUR CALENDAR

- ☐ **Tuesday, October 1:** Last day to establish a SIMPLE IRA plan or a Safe Harbor 401(k) to be effective for 2019.
- ☐ **Tuesday, October 15:** Open enrollment for Medicare Parts C and D begins. Make any changes to your coverage by December 7.
- ☐ **Tuesday, October 15:** The final day to file a 2018 income tax return for those issued an extension.
- ☐ **Tuesday, December 31:** New Year's Eve is the year-end charitable gift deadline for check and wire transfers.
- ☐ **Tuesday, December 31:** Last day to take 2019 required minimum distributions for those who turned 70½ in or before 2018

PLANNING TO-DO'S

- ☐ **Confirm cost of living:** Next year's Social Security adjustment is typically announced in October.
- ☐ **Adjust your coverage:** Prepare your documents for Medicare open enrollment, if eligible.
- ☐ **Get in sync:** Ask your advisor to coordinate with your tax advisor and attorney on year-end financial and tax planning.
- ☐ **Check your limits:** New retirement plan contribution limits come from the IRS. Adjust your contributions appropriately.
- ☐ **Optimize benefits:** Research your company's open enrollment schedule and decide on any changes to your benefits.
- ☐ **Size up your portfolio:** If you're invested in mutual funds, don't forget about capital gains distributions dates that typically fall in December. Consider balancing your realized capital gains with losses where appropriate.
- ☐ **Give wisely:** Remember deadlines for year-end gift and charitable contributions if you itemize. Allow enough time to complete donations, keeping tax limitations in mind. Consult your advisor if you're interested in opening a donor advised fund as a way to optimize the ability to itemize and deduct your charitable gifts.
- ☐ **Prepare to tax-loss harvest:** Consult with your advisor on year-end tax planning decisions and rebalancing for tax efficiency.
- ☐ **Get a second opinion:** You're likely to pick up investment tips around the holiday party punchbowl. No matter the source, take the cautious path: Consult your advisor before acting.
- ☐ **Visualize financial goals for 2020:** Reassess retirement savings and work with your advisor to make adjustments, if needed.