



CHECKLIST FOR JOB CHANGERS

Changing jobs can be an exciting opportunity to advance your career and improve your financial situation. However, it's also a critical time to reassess your financial plans and ensure you're making the most of this transition. This checklist will walk you through the essential financial steps to take when switching jobs to set you up for success.

#	ITEMS	<input checked="" type="checkbox"/>
1	Avoid lapse in health coverage and ensure continuous coverage by coordinating between old and new employer.	<input type="checkbox"/>
2	Transfer your current HSA and FSA funds to your new employers' plans. Make sure you submit all eligible expenses for reimbursement under the old plan before leaving your current job.	<input type="checkbox"/>
3	Evaluate a new employer's 401(k) plan for investment options. Consider rolling over current 401(k) to an IRA if options are not suitable or adequate. Otherwise, rollover to the new plan. Consult your financial planner <u>before</u> making this decision.	<input type="checkbox"/>
4	Promptly take care of the rollover (above) within 60 days. Some plans will cash out the account if balance is under a certain amount. This will impact your taxes.	<input type="checkbox"/>
5	Assess your new tax situation with your tax professional.	<input type="checkbox"/>
6	Evaluate your current and future cashflow projection with your financial planner.	<input type="checkbox"/>
7	Compare and evaluate your new salary, compensation package, and benefits.	<input type="checkbox"/>
8	Collect any accrued vacation time or sick leave.	<input type="checkbox"/>
9	Create a savings fund for the transition period.	<input type="checkbox"/>
10	Update 'employer contact information' at your child's school/daycare.	<input type="checkbox"/>
12		<input type="checkbox"/>
13		<input type="checkbox"/>
14		<input type="checkbox"/>
15		<input type="checkbox"/>

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This is a preliminary guide and is not intended to be a comprehensive list of things to consider. Please consult your attorney, tax professional and financial advisor for a more customized plan for your specific situation.

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