

# Job change

## Action plan checklist

Keep your finances on track when changing jobs. Use our checklist to help manage your transition.

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### Where do I start?

- List all monthly income and expenses to see where you stand.
- Evaluate your health insurance coverage.
- Reassess your long-term financial plan.
  - Find out all the ways Schwab can help you make decisions about your investments. Visit [schwab.com/portfolioreview](https://schwab.com/portfolioreview).

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### I'm leaving my old job—how do I wrap things up and move forward?

- Discuss important financial considerations with your former employer's human resources department.
  - Ask when your health, disability, and life insurance will expire.
  - Calculate unused vacation, sick pay, and other compensation that may be due.
  - Find out how much time you have to exercise any vested stock options.
- Decide how to make the most of your old 401(k) plan.
  - Carefully consider the pros and cons of all your available options.
  - Review your choices at [schwab.com/rolloveroptions](https://schwab.com/rolloveroptions).
- Save all documents relating to your separation from your former employer.
- If you moved for your new job, tie up loose ends.
  - Notify your former employer of your new address.
  - Visit the IRS website ([www.irs.gov](https://www.irs.gov)) to see if your moving expenses are tax-deductible.

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### I'm starting a new job—what do I need to do?

- Review your new employer's total benefits package.
  - Benefits can play a large role in everyone's financial well-being.
  - Whenever your salary goes up, increase the amount you save by contributing more to your company's 401(k) plan or other savings plan.
  - Keep in mind that small benefits—such as commuter savings, Flexible Spending Accounts (FSAs), and Health Savings Accounts (HSAs)—can add up to big savings.
- Evaluate your insurance coverage to make sure you and your family are covered.
  - Find out when your new health insurance plan coverage will begin. If there's a waiting period, you may want to consider looking into COBRA (Consolidated Omnibus Budget Reconciliation Act) for uninterrupted coverage.
- If your new employer offers a 401(k) plan, sign up as soon as you're eligible.
  - Contributing to an employer-sponsored 401(k) plan can be one of the best ways to build your retirement savings.
  - Ask if there is a company match. If there is, contribute at least enough to get the maximum match.

- Request direct deposit to maintain continuity of your payroll deposits.
  - Payments will reach your account the day your paycheck is issued.
  - Many banks offer free or lower-cost checking with direct deposit.
- Estimate your federal and state income tax liabilities.
  - A change in salary may change your tax bracket and may require you to update your W-4 withholding amounts, estimated tax payments, and investment strategies.
  - Use the IRS withholding calculator to double-check your tax withholding.
  - Consult your tax professional for help with your specific situation.

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**We're here to help.**

Speak with a Schwab investment professional at [1-866-855-7545](tel:1-866-855-7545).

Schedule an appointment at a Schwab branch near you at [schwab.com/branch](http://schwab.com/branch).

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**Notes**

This information is not intended to be a substitute for specific individualized tax, legal, or investment planning advice. Where specific advice is necessary or appropriate, Schwab recommends consultation with a qualified tax advisor, CPA, financial planner, or investment manager.

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