# RETIREMENT BUDGET WORKSHEET

For year ending: ____________

GuideStone®

## 1 STEP ONE: Calculate Your Retirement Income Need

Enter your monthly expenses and projected retirement income.

| EXPENSES (MONTHLY) | During Retirement |
|---|---|
| **ESSENTIAL EXPENSES** | |
| Housing | $ 0 |
| Utilities | $ 0 |
| Food | $ 0 |
| Health Care | $ 0 |
| Family Care | $ 0 |
| Transportation | $ 0 |
| Personal | $ 0 |
| Tithe/Charitable | $ 0 |
| Savings | $ 0 |
| Taxes | $ 0 |
| Other Essential | $ 0 |
| **Total Essential Expenses** | $ 0 |
| **NON-ESSENTIAL EXPENSES** | |
| Recreational and Entertainment | $ 0 |
| Eating Out | $ 0 |
| Travel and Vacation | $ 0 |
| Other Non-essential | $ 0 |
| **Total Non-essential Expenses** | $ 0 |
| **Total Monthly Expenses** | $ 0 |

| **INCOME (MONTHLY)**<br>Total Lifetime Income | |
|---|---|
| Your Social Security | $ 0 |
| Your Spouse's Social Security | $ 0 |
| Household Annuity Income | $ 0 |
| Household Pension Income | $ 0 |
| **Total Lifetime Income** (add above fields) | $ 0 |
| **Other Income** (part-time work, rental property, etc.) | $ 0 |
| **Total Monthly Income** (before taxes) | $ 0 |
| **TOTAL MONTHLY RETIREMENT INCOME NEED**<br>(subtract total monthly expenses from total monthly income) | $ 0 |

If your Total Monthly Retirement Income Need is a positive number, your projected income adequately covers your retirement expenses. You do not need to proceed to Step 2.

## 2 STEP TWO: Calculate Your Surplus or Shortfall

In order to calculate your Surplus/Shortfall, knowing your Sustainable Withdrawal Rate is particularly important. Use the chart below to find your applicable Sustainable Withdrawal Rate and complete the fields below to determine your Sustainable Withdrawal Amount. Then compare your Total Monthly Retirement Income Need (page 1) to your Sustainable Withdrawal Amount to determine your monthly Surplus/Shortfall.

| Retirement Age | Sustainable Withdrawal Rate |
|---|---|
| 59 or less | 3.50% |
| 60–65 | 4.00% |
| 66–69 | 4.50% |
| 70 and over | Greater of 5% of RMD |

| | |
|---|---|
| GuideStone Account Balance(s) | $ 0 |
| Other Non-GuideStone Accounts to Be Used in Retirement | $ 0 |
| Total Retirement Savings Balance | $ 0 |
| Sustainable Withdrawal Rate | 0.00% |
| **Sustainable Withdrawal Amount** (use formula below to calculate your total) | $ 0 |

$$\frac{\text{(Sustainable Withdrawal Rate x Retirement Balance)}}{12} = \text{Sustainable Withdrawal Amount}$$

| Surplus/Shortfall | |
|---|---|
| Retirement Income Need | $ 0 |
| – Sustainable Withdrawal Amount (from above calculation) | $ 0 |
| **Monthly Surplus/Shortfall** | $ 0 |

### Do you have a surplus or shortfall?

If you have a **shortfall,** you may need to consider:

1. **Reducing your retirement expenses starting with non-essential expenses**
2. **Contributing more to your retirement savings plans before retirement**
3. **Working longer and perhaps even into retirement**
4. **Reviewing your retirement income solutions**

If this number is positive, then you have a **surplus.** You're able to move forward to Step 3 to determine the appropriate withdrawal solution(s).

## 3 STEP THREE: Understand and Choose Your Retirement Solution

Your Sustainable Withdrawal Amount should cover your expense gaps. However, different expense types may require different types of income. Generally, you should use enough of your retirement assets to cover any essential expense gaps with lifetime income sources. Then cover any non-essential expense gaps with income from remaining assets. Use the section below to determine your expense gaps and how to structure your retirement income. Your Total Expense Gap will be the same as your Total Monthly Retirement Income Need.

| | |
|---|---|
| Essential Expense Gap (Total Lifetime Income – Total Essential Expenses) | $ 0 |
| Non-essential Expense Gap (Other Income – Total Non-essential Expenses) | $ 0 |
| **Total Expense Gap** (before sustainable withdrawal rate) | $ 0 |

If one of your expense gaps is positive, you should direct the additional funds to your other expense gap.

Now compare your expense gaps to your available retirement income options. You can view an estimate of your retirement income options at *My.GuideStone.org* under "Retirement Income". When you are ready to begin receiving retirement income, you may apply online or contact us.