Fourth Edition

PLANNING FOR RETREVIEW NEWS

Kenn Beam Tacchino David A. Littell



The American College Bryn Mawr, Pennsylvania

Huebner School Series

Planning for Retirement Needs Fourth Edition

Kenn Beam Tacchino David A. Littell

This publication is designed to provide accurate and authoritative information about the subject covered. While every
precaution has been taken in the preparation of this material, the editor and The American College assume no liability for damages resulting from the use of the information contained in this publication. The American College is not engaged in rendering legal, accounting, or other professional advice. If legal or other expert advice is required, the services of an appropriate professional should be sought.
© 2001 The American College
All rights reserved
Library of Congress Catalog Card Number 00-135855 ISBN 1-57996-032-4
Printed in the United States of America

Planning for Retirement Needs

Individual Medical Expense Insurance Thomas P. O'Hare

Fundamentals of Insurance for Financial Planning Burton T. Beam, Jr., David L. Bickelhaupt, and Robert M. Crowe

> Readings in Financial Planning David M. Cordell (ed.)

Fundamentals of Financial Planning David M. Cordell (ed.)

Fundamentals of Income Taxation James F. Ivers III (ed.)

> McGill's Life Insurance Edward E. Graves (ed.)

McGill's Legal Aspects of Life Insurance Edward E. Graves and Burke A. Christensen (eds.)

Group Benefits: Basic Concepts and Alternatives
Burton T. Beam, Jr.

Planning for Retirement Needs Kenn Beam Tacchino and David A. Littell

Fundamentals of Estate Planning Constance J. Fontaine (ed.)

Estate Planning Applications Ted Kurlowicz (ed.)

Planning for Business Owners and Professionals
Ted Kurlowicz, James F. Ivers III, and John J. McFadden

Financial Planning Applications
Thomas P. Langdon and William J. Ruckstuhl

Financial Decision Making at Retirement
David A. Littell, Kenn Beam Tacchino, and David M. Cordell

The Practitioner's Guide to Advanced Pension Topics
David A. Littell and Kenn Beam Tacchino

Executive Compensation John J. McFadden (ed.) This book represents a radical departure from traditional pension literature by focusing primarily on the practical application of the retirement material in a financial services practice. To this end it includes a feature titled "Your Financial Services Practice" as well as a shorter counterpart called the "Planning Note." In addition, the book is replete with examples and case studies intended to demonstrate how the pension concepts apply in real-world situations. This new practitioner-oriented approach came about for a variety of reasons, perhaps the most important of which is that student feedback indicated a need for change in this direction.

This book is geared to those with little or no experience in the retirement field. The material focuses on the basics that a financial services professional needs to know and deals sparingly with the retirement concepts that are not germane. For example, stock plans are not discussed in great detail because they are not a part of the typical financial services professional's practice. In addition, the amount of detail on any given topic depends on the topic's relevance to our audience. Determining the appropriate plan for the small business is covered in great detail, for example, whereas the question of which funding method the actuary should choose to fund a plan is covered only briefly. In other words, areas such as funding methods and stock plans are discussed in the context of how they apply to the financial services professional. While the material is applicable to the large-, medium-, and small-plan markets, the emphasis is on the small-plan market, where the financial services professional does most of his or her business.

Almost all general statements that one can make about pension material are subject to qualification or exception. If the qualifying remark or exception is of significant magnitude, we have put it into the text as a parenthetical expression. If the qualifying statement or exception would serve to confuse the larger issue, however, we have omitted it so that you won't get caught up in the minutia and miss the major point.

It is our sincere hope that this practitioner-oriented approach will speak to your interests and provide both a practical and educational treatment of retirement planning for the business and the business owner as well as for the individual. For those interested in learning more about the topics

discussed in other course materials and books prepared by The American College, related courses include the following:

- HS 341 Selected Retirement Planning Topics, which goes deeper into qualified and other tax-advantaged retirement plans, focusing on advanced design issues, relevant topics not discussed in depth in this book, and issues relevant to those involved in the ongoing operation of retirement plans.
- HS 336 Financial Decision Making at Retirement, which goes deeper into the topic of individual retirement planning. In addition to a discussion of determining financial needs and identifying sources of retirement income, this course provides an in-depth look at important issues facing retirees, including the taxation of pension benefits, providing for medical coverage in retirement, and housing issues facing the retiree.

The authors would like to acknowledge the help of many individuals who were instrumental in the development of current/former editions of this textbook.

- Current and former faculty members who participated in the drafting of of this text including William J. Ruckstuhl, Edward E. Graves, and Robert J. Doyle.
- Practitioners in the retirement planning field including Gerald Levinson, Prentice Hall, Inc.; Joseph P. Garner, Paul Paleologopoulos, and Ken Switzer, all of Massachusetts Mutual Life Insurance Company; and Gary Lyons, who acted more like a coauthor than an adviser.
- Our fellow faculty members at The American College, especially Burton T. Beam, Jr., Ted Kurlowicz, and John J. McFadden.
- Educators outside The American College including Robert W. Cooper, PhD, Drake University, and George Rejda, PhD, University of Nebraska.
- Our librarian, Judith Hill, for her help with the "other resources" section of chapter 2.
- The College's editorial staff, especially Renée Heron for manuscript editing.
- The College's production staff, especially Evelyn Rice for her production assistance.

About the Authors

Kenn B. Tacchino, JD, LLM, is a consultant to The American College and an associate professor of taxation at Widener University. He is also editor of *The Journal of Financial Service Professionals*. He received his BA from Muhlenberg College, his law degree (JD) from Western New England Law School, and his LLM from Widener University School of Law. Kenn is a member of the American Bar Association and National Council on Aging. He previously worked for Massachusetts Mutual Life Insurance Company and Prentice-Hall.

David A. Littell, JD, is a professor of taxation at The American College. A native of Chicago, David holds a BA in Psychology from Northwestern University and a JD from the Boston University School of Law. At The American College he is responsible for course development in pension and retirement planning. He is a member of the Pennsylvania Bar and the Delaware County Bar Association. He was previously an attorney with Saul, Ewing, Remick & Saul, and Paul Tanker & Associates, both Philadelphia-based firms.

Planning for Retirement Needs

Contents

P	reface	xiii
About the Au	ithors	XV
PART ONE: Retirement Planning for Busin	nesses	
1 Pension and Retirement Planning Ove	rview	1
The Allure of the Retirement Market	2	
What You Will Find in This Book	3	
The Universe of Retirement Planning Vehicles	4	
How Tax-Advantaged Plans Benefit Employees	10	
Why Employers Need Tax-Advantaged		
Retirement Plans	13	
Why Business Owners Need Tax-Advantaged		
Retirement Plans	16	
Chapter Review	19	
2 The Retirement	Field	23
The Legislative Environment	24	
Regulatory Agencies	28	
Pensions: Professionals and Organizations	35	
Information	38	
Chapter Review	42	
3 Preliminary Con	cerns	45
Identifying Needs and Objectives	46	
Understanding the Fact Finder	17	
	47	
Choosing between a Qualified Plan and the	47	
Choosing between a Qualified Plan and the	49	
2		
Choosing between a Qualified Plan and the Other Tax-Sheltered Options		

		Choosing between a Pension Plan and a
	57	Profit-Sharing Plan
	59	Keogh Plans
	60	Additional Preliminary Concerns
	67	Chapter Review
	, and	4 Defined-Benefit, Cash-Balance, Target-Benefi
71		Money-Purchase Pension
	72	Defined-Benefit Pension Plans
	81	Cash-Balance Pension Plans
	85	Money-Purchase Pension Plans
	89	Target-Benefit Pension Plans
	93	Chapter Review
	lans,	5 Profit-Sharing Plans, 401(k) Plans, Stock Bonus
97	SOPs	and E
	98	Profit-Sharing Plans in General
	100	Types of Profit-Sharing Plans
	104	Cash or Deferred Arrangements—401(k) Plans
		Stock Bonus Plans and Employee Stock
	117	Ownership Plans (ESOPs)
	119	Case Study: Baker Manufacturing, Inc.
	121	Chapter Review
127	Plans	6 SEPs, SIMPLEs, and 403(b)
	128	SEPs
	133	SIMPLEs
	138	403(b) Plans
	147	Chapter Review
151	Rules	7 Coverage, Eligibility, and Participation
	1.50	
	152	The Plan-Design Process
	153	Coverage Requirements
	163	Which Employees the Plan Should Cover
	164	Options Available under the Plan Coverage Rules When Should Participation Period
	166	When Should Participation Begin?
	170	Case Study: The Matthew Matt Manufacturing Company Other Tax-Sheltered Retirement Plans
	171 172	Chapter Review
	1.1.4	CHADICI NEVICW

Contents

8	Designing Benefit Formulas and Employee Contribu	utions	177
	Preliminary Concerns	178	
	Defined-Contribution Plans	183	
	Defined-Benefit Plans	195	
	Voluntary Employee Contributions	198	
	Chapter Review	200	
	9 Helping Clients Choose the Best Loan, Vesting	g, and	
	Retirement-Age Prov	isions	203
	Di	204	
	Plan Loans	204	
	Vesting	209	
	Retirement Ages	217	
	Chapter Review	220	
	10 Death and Disability Benefits; Top-Heavy	Rules	225
	Incidental Rules for Death Benefits	226	
	Mandatory Death Benefits: QPSA and Automatic J&S	229	
	The PS 58 Rule	230	
	The Implications of Death-Benefit Design	232	
	Disability Benefits	233	
	Top-Heavy Rules	234	
	Chapter Review	240	
	11 Plan Funding and Investing—l	Part I	243
	Plan Funding Requirements	244	
	Funding Vehicles	250	
	Legislative Environment for Plan Investing	253	
	Chapter Review	263	
	12 Plan Funding and Investing—P	art II	267
	Establishing Investment Guidelines	268	
	Investment Considerations	271	
	Investment Classes	272	
	Group Pension Products	277	
	Life Insurance as a Funding Vehicle	285	
	Annuities as a Funding Vehicle	287	
	Chapter Review	287	

	13 Plan Installation and Administ	ration	291
	Setting Up a Corporate Plan	292	
	Administration of a Corporate Plan	298	
	Setting Up and Administering a Keogh Plan	303	
	Software Packages Used for Plan Installation		
	and Administration	304	
	Chapter Review	305	
	14 Plan Termi	nation	309
	To Terminate or Not to Terminate	310	
	Terminate of Not to Terminate Terminating a Defined-Contribution Plan	314	
	Terminating a Defined-Contribution Flan	315	
	Distributions from a Terminating Plan	318	
	Terminations by Operation of Law	321	
	Chapter Review	323	
	Chapter Review	323	
	15 Nonqualified Retirement Plans: An Ove	erview	327
	Problem Solving with Nonqualified Plans	329	
	Determining the Company's Needs	331	
	Choosing the Best Nonqualified Retirement Plan	332	
	Design Considerations	336	
	Executive-Bonus Life Insurance Plans	341	
	Chapter Review	343	
16	Nonqualifed Retirement Plans: Issues and An	iswers	347
	Nonqualified versus Qualified	348	
	Case Study: The Smallco Company	350	
	Tax Considerations	351	
	Plan Funding	355	
	Benefit Security	356	
	ERISA Considerations	360	
	"Funding" Nonqualified Plans with Life Insurance	361	
	The Installation and Adminstration of		
	Nonqualified Plans	363	
	Chapter Review	363	

Contents

17 Individual Retirement Plans—	Part I	367
Overview	368	
Contribution Limits	369	
Traditional IRAs	371	
Roth IRAs	376	
Rollover Contributions	377	
Distributions	380	
Conclusion	381	
Chapter Review	382	
18 Individual Retirement Plans—F	Part II	385
Funding Vehicles	386	
Types of Investments	387	
IRAs Used with SEPs and SIMPLEs	389	
IRAs and the Financial Services Professional	390	
The IRA Market—Potential Clients	399	
Chapter Review	400	
PART TWO: Retirement Planning for Indivi	iduals	
19 Introduction to Individual Retirement Pla	nning	403
Why Plan for Retirement?	404	
Baby-Boomers and Retirement—Demographics		
Worth Thinking About	405	
Roadblocks to Retirement Saving	407	
Retirement Objectives	410	
The Retirement Planner	414	
Chapter Review	417	
20 Planning for the Client's l	Needs	421
The Nature of Clients and the Role of the Planner	422	
Strategies for the Client's Situation	427	
Chapter Review	436	
president		

	veeas:	
Preliminary Cor	icerns	439
	440	
Expected Standard of Living during Retirement	440	
Estimating the First Year's Income	442	
Expected Starting Date for Retirement	450	
Expected Inflation before and during Retirement	453	
Illustrating the Effect of Increases in	151	
Inflation and Standard of Living	454	
Chapter Review	459	
22 Determining Postretirement Monetary N	leeds:	
Sources of Postretirement In	come	461
0 110 1	4.60	
Social Security	462	
Finding Out about Pension Benefits	469	
Will Employer Pensions and Social Security		
Provide Enough Retirement Income?	471	
Private Savings	474	
Chapter Review	476	
23 Determining Postretirement Monetary N	leeds:	
9		
L'ASE :	Study	479
Case	Study	479
Fact Finding	Study 480	479
	•	479
Fact Finding	480	479
Fact Finding Financing the Desired Retirement Lifestyle	480 481	479
Fact Finding Financing the Desired Retirement Lifestyle Implementing a Savings Schedule to Fund the Target Amount	480 481 493	479
Fact Finding Financing the Desired Retirement Lifestyle Implementing a Savings Schedule to Fund the Target Amount Sources of Funding	480 481 493 497	479
Fact Finding Financing the Desired Retirement Lifestyle Implementing a Savings Schedule to Fund the Target Amount Sources of Funding The Inflation and Future Value Factors	480 481 493 497 504	479
Fact Finding Financing the Desired Retirement Lifestyle Implementing a Savings Schedule to Fund the Target Amount Sources of Funding The Inflation and Future Value Factors Annuity Factors	480 481 493 497 504 506	479
Fact Finding Financing the Desired Retirement Lifestyle Implementing a Savings Schedule to Fund the Target Amount Sources of Funding The Inflation and Future Value Factors Annuity Factors The Savings Rate Factor	480 481 493 497 504 506 509	479
Fact Finding Financing the Desired Retirement Lifestyle Implementing a Savings Schedule to Fund the Target Amount Sources of Funding The Inflation and Future Value Factors Annuity Factors The Savings Rate Factor Conclusion	480 481 493 497 504 506 509 523 523	527
Fact Finding Financing the Desired Retirement Lifestyle Implementing a Savings Schedule to Fund the Target Amount Sources of Funding The Inflation and Future Value Factors Annuity Factors The Savings Rate Factor Conclusion Chapter Review 24 Investing for Retirem	480 481 493 497 504 506 509 523 523	
Fact Finding Financing the Desired Retirement Lifestyle Implementing a Savings Schedule to Fund the Target Amount Sources of Funding The Inflation and Future Value Factors Annuity Factors The Savings Rate Factor Conclusion Chapter Review 24 Investing for Retirem Risk-Return Considerations	480 481 493 497 504 506 509 523 523 ment	
Fact Finding Financing the Desired Retirement Lifestyle Implementing a Savings Schedule to Fund the Target Amount Sources of Funding The Inflation and Future Value Factors Annuity Factors The Savings Rate Factor Conclusion Chapter Review 24 Investing for Retirent Risk-Return Considerations Life-Cycle Considerations	480 481 493 497 504 506 509 523 523 ment	
Fact Finding Financing the Desired Retirement Lifestyle Implementing a Savings Schedule to Fund the Target Amount Sources of Funding The Inflation and Future Value Factors Annuity Factors The Savings Rate Factor Conclusion Chapter Review 24 Investing for Retirent Risk-Return Considerations Life-Cycle Considerations Long-term Accumulation Period	480 481 493 497 504 506 509 523 523 ment 527 529	
Fact Finding Financing the Desired Retirement Lifestyle Implementing a Savings Schedule to Fund the Target Amount Sources of Funding The Inflation and Future Value Factors Annuity Factors The Savings Rate Factor Conclusion Chapter Review 24 Investing for Retirent Risk-Return Considerations Life-Cycle Considerations Long-term Accumulation Period Portfolio Restructuring Period	480 481 493 497 504 506 509 523 523 ment 527 529 529 534	
Fact Finding Financing the Desired Retirement Lifestyle Implementing a Savings Schedule to Fund the Target Amount Sources of Funding The Inflation and Future Value Factors Annuity Factors The Savings Rate Factor Conclusion Chapter Review 24 Investing for Retirent Risk-Return Considerations Life-Cycle Considerations Long-term Accumulation Period	480 481 493 497 504 506 509 523 523 ment 527 529	

Contents xi

25 Distributions from Retirement Plans—Par	rt I 541
Tax Treatment	542
	551
	554
•	560
	579
26 Distributions from Retirement Plans—Part	II 585
Choosing a Distribution Option	586
Putting It All Together	592
	512
Chapter Review	512
Appendi Post-ERISA Legislati	
Appendi Pension Acrony	
Appendi Average Life Expectance	
Appendi Request for Social Security Earnings Informati	
Appendi Annuity Tab	
Appendi Determining the Applicable Divisor for Installment Paymer and Maximum Period Certain for Term Annuit	nts
Appendi Determining the Applicable Percenta for Joint and Survivor Annuit	ige
Appending IRA Active Participant AGI Phase Ranges for Years 1999 and Land	out

Pension and Retirement Planning Overview

Learning Objectives

An understanding of the material in this chapter should enable the student to

- 1-1. Describe the extent of and opportunities in the retirement planning field.
- 1-2. Identify why tax-advantaged retirement plans are positive for employees.
- 1-3. Identify why the tax-advantaged retirement plans are good for employers.
- 1-4. Indicate why business owners are interested in qualified plans.

Chapter Outline

THE ALLURE OF THE RETIREMENT MARKET 2 WHAT YOU WILL FIND IN THIS BOOK 3 THE UNIVERSE OF RETIREMENT PLANNING VEHICLES 4 Tax-Advantaged Plans of Private Employers 4 Nonqualified Plans 8 IRAs 9 HOW TAX-ADVANTAGED PLANS BENEFIT EMPLOYEES 10 Case Study: Saving on a Pretax versus an After-tax Basis 10 A Penny Saved—More Than a Penny Earned? 12 WHY EMPLOYERS NEED TAX-ADVANTAGED RETIREMENT PLANS 13 Attraction and Retention of Employees 13 Avoidance or Appeasement of Unions 14 Employee Motivation 15 Graceful Transition in Turning over the Workforce 15 Social Responsibility 15 Retirement Saving as Part of Successful Compensation Planning 16 WHY BUSINESS OWNERS NEED TAX-ADVANTAGED RETIREMENT PLANS 16