GUARDIAN
FINANCIAL SERVICES

Annuity Contract Checklist

Educational checklist only. Not individualized financial, tax, or legal advice.

Contract snapshot

Name: ____________________

Carrier / product: ____________________

Contract number: ____________________

Date: ____________________

1) Funding and tax bucket

- [ ] Qualified (IRA / 401(k) / 403(b))
- [ ] Roth (Roth IRA / Roth 401(k))
- [ ] Non-qualified (taxable account)
- [ ] I understand how taxes work on this contract (including penalties or RMDs, if relevant).

2) What job is it meant to do

- [ ] Income now (starting within about 12 months)
- [ ] Income later (starting in the future)
- [ ] Principal protection with limited upside
- [ ] Growth alternative to bonds or CDs
- [ ] Legacy or death benefit focus

Other: ____________________

- [ ] One-sentence explanation written out (simple enough to say out loud).

3) Contract basics

Contract start date: ____________________

Surrender ends: ____________________

Free withdrawal amount: ____________________

- [ ] Surrender schedule reviewed.
- [ ] Withdrawal limits and exceptions reviewed.
- [ ] Rider(s) reviewed (income, death benefit, long-term care, etc.).
- [ ] I understand what happens if I need money early.

4) How it grows or credits

- [ ] Fixed rate (declared rate).
- [ ] Indexed (index-based crediting).
- [ ] Variable (subaccounts / market exposure).

If indexed: index / method: ____________________

Cap __________ Spread __________ Participation __

- [ ] I understand what can change at renewal and what controls those changes.

5) Costs and tradeoffs

- [ ] I can list ongoing fees (if any): M&E, admin, rider fees, fund expenses.
- [ ] I understand surrender charges and the timeline.
- [ ] I understand limits on upside (caps, spreads, participation).
- [ ] I understand liquidity restrictions and what free withdrawals mean.

6) If income is the job

Income start date: ____________________

- [ ] Payout type (single, joint, period certain) identified.
- [ ] I understand what can reduce or stop income.
- [ ] I understand whether withdrawals affect income.

7) Beneficiaries and death benefit

Primary beneficiary: ____________________

Contingent beneficiary: ____________________

- [ ] Beneficiaries updated and accurate.

Death benefit type: ____________________

8) Decision checkpoint

- [ ] I can explain what I am buying and why.
- [ ] I understand the tradeoffs I am accepting.
- [ ] This fits my liquidity needs and timeline.
- [ ] This fits my income plan and other accounts.

Documents to gather for a clean review

- [ ] Full contract
- [ ] Original illustration or proposal
- [ ] Surrender schedule page
- [ ] Most recent statement
- [ ] Rider pages (if any)
- [ ] Product brochure or spec sheet

Notes

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