



**CHECKLIST
DEPOT**



PREMIER
INSURANCE CONTRACTS INC.

CHANGING JOBS CHECKLIST

Hello,

My name is Al Castellanos and I am a licensed Insurance agent associated with the Checklist Depot. Do you know why checklist are important to have? Well I am here to give you that information. Checklist can help us stay more organized by assuring we don't skip any steps in a process. Seeing a list of what you must get done, instead of trying to remember it all, is going to save you a ton of time.

Changing Jobs Checklist is an important list to have. There are many reasons why you may need or want to change your job. Whatever the circumstances are it is important to have a checklist in order to make sure that you make the best choice when choosing your new job.

Things that you need to have and need to know when changing jobs:

General information

- Have your personal information available.
 - Name
 - D.O.B
 - Social Security
 - Children and other dependents
- Have your financial information assessed and available
 - Income
 - Expenses
 - Assets
 - Liabilities

Employee benefits

- Make sure to discuss a benefits package with your new employer
- Are there any restrictions or waiting periods for benefits?
- Is health insurance offered?
- Are short- and long-term disability offered?
- Is a section 125 of flexible spending account offered?
- Is dental insurance offered?

- Is vision insurance offered?
- Is life insurance offered?
- Is a retirement plan offered?
- Review vacation/time off

These and many more tips may help you be prepared for when you are changing a job, please check out the complete checklist and other important checklist at our website <https://www.prinsuco.com/Checklist.62.htm>.

If you have any questions regarding this checklist or any of the other checklist, please contact me at (281) 642-4082 or at alcastellanos@prinsuco.com.