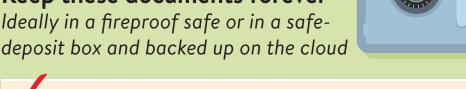
Organizing Your **FINANCES**

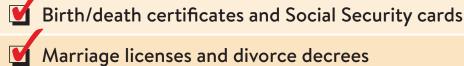
MONEY THING®



A simple guide to determine what documents to keep and what documents are OK to toss!







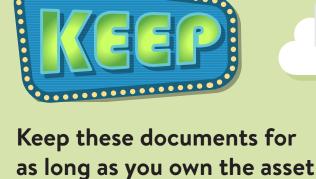


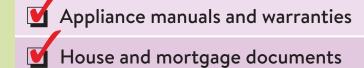
Copies of wills, living wills, trusts, and powers of attorney

Military discharge papers

Copies of burial deeds and plots

Safe-deposit box inventory



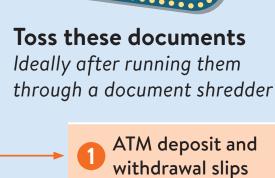


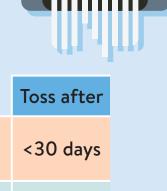
filing cabinet and backed up on the cloud

Ideally in an organized and lockable

Insurance policies

Vehicle titles and loan documents





<30 days

45 days

	▎┌╸	4 Bank statements			ı year		
		5 Pay stubs			1 year	—	
		6 Medical records			5 years	-	
		Tax returns and supporting documents			7 years	—	
		8 Investment statements			7 years	•	
						A	
		Make sure that the transaction is reflected on your bank statement and then get rid of the ATM slip.		Keep for one year; be sure to match them to your W-2 form before you shred.			
				Кеер гес	cords for five	6	
		Shred them after you've paid them, unless		, ,	om the time nent for the		

Utility and phone bills

Credit card statements

Shred credit card statements after 45 days, but hang onto those statements that you may need for business, for taxes, as proof of purchase, or for insurance.

they contain taxdeductible expenses.

bank statements for one year. However, if records are related to your taxes, business expenses, home improvements, mortgage payments or major purchases, hold onto them for seven years.

You only need to keep

You need to hold onto your returns and all supporting documents for seven years.

Shred monthly statements as new ones

symptoms ends. Retain

prescription and health

arrive, but keep annual statements until the sale of each asset within the account occurs and for seven years thereafter, in case you get audited.

A good rule of thumb: If you will need to venture down to a government office, wait in line at a hospital or sit on the phone for an hour to retrieve a document, then it's likely best to hold onto it. If you can easily pop online and retrieve a document, then you likely don't need to keep a physical copy.

BROUGHT TO YOU BY



Mint.com, Suze Orman

Sources: Jill on Money, Lifehacker.com,