

KEEP, TOSS, SHRED

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Types of Records

- Identity
- Health
- Financial
- Legal
- Property

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KEEP --- Identity

FOREVER

- Birth Certificates, (certified copy)
- Marriage licenses, divorce decrees
- Passports
- Education records, military records
- Social Security Card

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KEEP --- Health

FOREVER---

- Medicare/Medicaid card
- Medical history/records

UNTIL UPDATED

- Medical insurance policies
- Medication lists
- Physician contact data

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KEEP --- Financial

OVERALL RULE:

- Save anything that is needed to support tax filings at least 7 years after filed or due

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KEEP --- Financial

FOR AT LEAST 7 YEARS -

- Federal & State Tax Returns
- Supporting Tax Documents-
- Any tax related bills, receipts, investment statements
- Accident Reports and claims
- Major item sales receipts
- Medical Bills
- Wage garnishments

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KEEP --- Financial

FOR "LIFE OF" -

- W-2 Forms (until you get SS)
- Investment Records
Trade confirmations
- IRA & 401K records, 8606 form
- Proof of Healthcare Coverage
- Property Records
Improvement receipts

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KEEP --- Legal

FOREVER

- Life insurance policies

UNTIL UPDATED

- Will and Living Will
- Durable Power of Attorney for health and for financial
- Contracts, leases & agreements

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KEEP --- Property

FOR "LIFE OF"---

- Titles/Deeds
- Motor vehicle & vessel titles, & registrations
- Auto, home insurance policies
- Computer software registration codes, passwords

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TOSS & SHRED

AFTER MONTHLY STATEMENTS

Unless needed for tax support

- ATM receipts
- Bank withdrawal, deposit slips
- Credit card receipts
- Cancelled checks

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TOSS & SHRED

AT END OF YEAR

- Pay stubs (after you get your W-2)
- Paper copies of monthly bills

SHRED ANYTHING WITH YOUR SOCIAL SECURITY NUMBER

EXCEPT SOCIAL SECURITY CARD

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SHRED

Junk mail & old papers that include:

- birth date
- signature
- account numbers
- passwords
- PINS
- Social Security Number

NOT CARD

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SHRED

- Used airline tickets
- Old medical bills
- Preapproved credit card applications
- Expired IDs - drivers licenses, passports

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STORAGE

- Safety deposit box
- Fireproof filing cabinet
- Provide list and location for designated representative

Thank you

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