



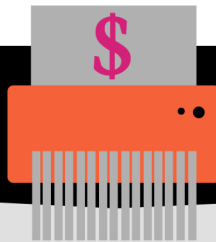
TO SHRED, OR NOT TO SHRED

A quick guide to organizing your financial and household papers

DOCUMENTS **NOT** TO SHRED

- Birth & death certificates
- Social security card
- Passports
- Pension plan documents
- ID cards and passports
- Marriage license
- Divorce decree
- Business license
- Wills, living will and power of attorney
- Military records
- Life insurance policy
- Safe deposit box inventory
- House deed & mortgage documents
- Annual filed tax returns

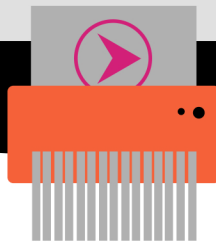
SHRED WHEN YOUR WARRANTY ENDS, OR



LOAN, POLICY, OR YOU SELL THE ITEM

- Warranty documents and receipts
- Insurance policy
- Loan document until paid off
- Individual stock purchases

SHRED WHEN YOU



GET THE NEXT...

- Social security statement
- Annual insurance policy
- Retirement plan statement
- Investment Statement monthly & quarterly
- Brokerage and investment statements
- Checking and savings account statements
- Utility bills



TO SHRED, OR NOT TO SHRED

A quick guide to organizing your financial and household papers

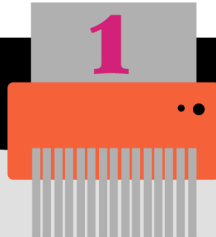
SHRED ONCE YOU TRANSACTION ON



CONFIRM THE YOUR STATEMENT

- Bank deposit slips
- Credit card receipts
- Other receipts unless needed for warranty

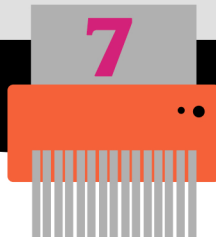
SHRED AFTER



ONE YEAR

- Pay stubs
- Bank statements
- Credit card statements
- Medical bills - 1 year after payment or 7 years if deducted on your taxes

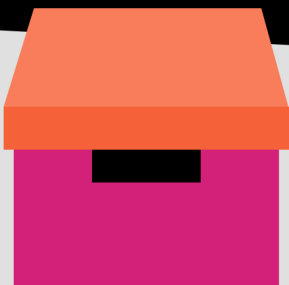
SHRED AFTER



SEVEN YEARS

- Tax return preparation documentation

SHREDDING TIPS



Shredding is \$1 a pound at most office supply stores.
A full bankers box of shredding costs around \$25.