



## What to Keep What to Shred

Compiled by Jamie Novak

### **Banking** (shred monthly after reconciling account)

- ATM receipts
- Bank deposit slips

### **Banking** (keep 7 years)

- Bank account statements
- Canceled checks
- Check registers
- Pay stubs

### **Bills** (keep 7 years)

- Bills paid stubs
- Credit card statements

### **Insurance** (keep while active plus one year)

- Annually renewed policies
- Explanation of benefits
- Term life policies

### **Tax** (keep 7 years)

- State and federal tax returns

### **Investments** (keep 7 years)

- Purchase confirmations and 1099s

### **Receipts & Warranties** (as long as you own item)

- With warranty staple to warranty booklet
- Warranties attach to item
- Without warranty toss after 30 days

### **Benefits** (forever or until plan ends)

- Employer benefit plan
- 401(k) statements
- Social Security statements

### **Important Papers** (keep forever in fireproof box)

- Birth and death certificates
- Car title (until you sell the vehicle)
- Certificates of deposit
- Healthcare proxy and or Power of attorney
- Home deed
- Household inventory
- Insurance & Investments
- Living trust and or living will
- Loan documents and loan discharge notices
- Marriage license
- Military discharge papers
- Permanent life policy
- Savings bonds
- Social Security card
- Will

\*This is a general list; you should always double check with your tax professional