
— A Quick Shred-it List —

Do what you can to keep your identity safe. Once it is no longer needed - it's time to shred or destroy these items.

- Airline tickets (used)
- ATM receipts
- Bank statements
- Birth certificate (copies)
- Canceled/voided checks
- Cleared checks deposited through mobile apps
- Credit cards (expired)
- Credit card bills & offers
- Credit reports
- Employment documents
- I-9 forms
- Investment paperwork
- Legal documents
- Luggage tags
- Medical/dental records
- Paid, undisputed medical bills
- Passwords
- Pay Stubs (after year end statement arrives)
- Insurance offers
- Sales receipts with account numbers or identifying info
- Statements for closed accounts
- Transcripts
- Travel itineraries
- Utility bills
- W-2 forms
- W-4 forms
- Warranties (expired)

SHRED

- If it is no longer needed.
- Has your name/address.
- Contains sensitive data such as balances or account numbers.

KEEP

- If you are required to keep it, like tax returns.
- If it is unresolved, disputed, still in process.
- If you are unsure, check first.

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Always confirm retention dates with your tax preparer, accountant, attorney or other professional. Circumstances differ - this is not a substitute for professional, legal, or financial advice.