

What Records To Keep



And What To Throw Away

Keep until you cannot return it

- Receipts



The acceptance includes receipts needed for tax purposes that should be stored for at least 1 year

Keep for 1 Year

- Pay Stubs
- Credit Card Statements
- Cancelled Checks



You should hold on to pay stubs to verify their accuracy on your Form W-2 when filing taxes. Records needed for tax purposes should be kept for 3 to 7 years.

Keep while active

- Contracts
- Insurance Documents
- Property Records
- Stock Records
- Retirement and Pension Records
- Disputed Bills



Keep for 1 Month

- Utility Bills
- ATM Printouts
- Deposit Slips
- Withdrawal Records



After you balance your checkbook and verify your monthly statements, you can dispose of bills. If you are self-employed, keep them for 1 year.

Keep for 3 to 7 Years

- Income Tax Returns
- Medical bills
- Insurance policies
- Tuition records
- Charitable donation records
- Records of selling a house
- Stock or investment records
- Records supporting tax deductions
- Home improvement records



Depending on your filing circumstances the IRS may ask for tax return supporting documentation for up to seven years.

Store Permanently

- Marriage Licenses
- Birth Certificates
- Wills
- Adoption Records
- Death Certificates
- Legal Filings
- Records of satisfied loans



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