

Keep for 1 Month

ATM & bank-deposit slips, after you've recorded the amounts in your check register and justified your statement

Credit Card Receipts- once you've checked your statement (unless need for tax purposes)

Household Bills (unless you deduct them as business expenses)

Receipts for minor purchases, after you've satisfactorily used item, it has no warranty, and is not deductible.

Keep for 1 Year

Bank Statements-unless needed for tax purposes

Credit Card Receipts-unless needed for tax purposes and then you need to keep them for 3 years.

Paycheck stubs- once you've reconciled them with your annual W-2 or 1099 forms and Social Security statement.

Quarterly Investment Statements- keep until you get you annual statement.

Monthly mortgage statements, as long as your year-end statement clearly shows the total amount you've paid in interest and property taxes over the course of the year.

HOME DOCUMENT RETENTION CHEAT SHEET

Keep for 7 Years

W-2 and 1099 forms

Year- end Investment Statements

Any business expenses that you claim

Annual mortgage, property tax, or any tax-deductible expenses

Tax Return supporting documentation-After 7 years you can toss these documents and keep the return unless you filed a fraudulent return

Keep Indefinitely

Home Improvement Records

Manuals, Warranties & Receipts for Major Purchases- As long as you own the item

Investment Purchase Records & Bonds

Annual Tax Returns-if you expect and audit

All financial records- if you do not file a tax return

All financial records- if you file a fraudulent tax return

Keep Forever

Marriage Licenses

Marital Agreements

Divorce Decrees

Birth Certificates & Social

Security Cards

Wills

Adoption Papers

Death Certificates

Family Historical Information

Year-end Summaries from

Financial Institutions

Military Service Papers

Civil Service Records

Social Security Audits

Patent and Trademark

Certificates