

Toss It

Keep It

Toss Each Month

ATM, bank-deposit slips, and credit card receipts (after you've checked them against your statements)

Sales receipts for minor purchases (unless they have a warranty)

Toss after One Year

Monthly bank and credit card statements (if you don't itemize deductions)

Monthly/quarterly brokerage and mutual fund statements

Monthly mortgage statements (if your year-end statement shows the total amount of interest and property tax you've paid throughout the year)

Phone and utility bills (if you don't have a home office, use phone for business calls, or anticipate any need to prove long-term residency)

Paycheck stubs (after they are reconciled with your annual W-2 or 1099)

Keep for Seven Years

W-2 and 1099 Forms

Year-end statements from credit card companies

Phone and utility bills (only if you deduct for business, have more than 1 home, or have moved within the past few years)

Cancelled checks and receipts or statements for: annual mortgage interest and property taxes, deductible business expenses, child-care bills, out of pocket medical costs, or any other tax deductible expense

Keep Indefinitely

Annual tax returns

Year end summaries from financial services companies

Confirmation slips listing the purchase price of any investments your own

Home improvement records

Receipts for major purchases (any item whose replacement cost exceeds the deductible on your homeowner's or renter's insurance policy beneficiary designations)

Note: these are guidelines from *Real Simple* magazine. Check with your accountant to ensure that these pertain to your finances.



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