

## How long should I keep records?

### Keep until warranty expires or can no longer return or exchange

- **Sales Receipts** (Unless needed for tax purposes and then keep for 3 years)

### What to keep for 1 month

- **ATM Printouts** (When you balance your checkbook each month throw out the ATM receipts)

### What to keep for 1 year

- **Paycheck Stubs** (You can get rid of once you have compared to your W2 & annual social security statement)
- **Utility Bills** (You can throw out after one year, unless you're using these as a deduction like a home office --then you need to keep them for 7 years after you've filed that tax return)
- **Credit Card Receipts /statements**(Unless needed for tax purposes and then you need to keep for 7 years)
- **Bank Statements /cancelled checks** (Unless needed for tax purposes and then you need to keep for 7 years)
- **Quarterly Investment Statements** (Hold on to until you get your annual statement)
- **Monthly Retirement Account statements** (Hold on to until you get your annual statement)

### What to keep for 7 years

- **Income Tax Returns**
- **Medical Bills and Cancelled Insurance Policies**
- **Records of Selling a House** (Documentation for Capital Gains Tax)
- **Records of Selling a Stock** (Documentation for Capital Gains Tax)
- **Receipts, Cancelled Checks and other Documents that Support Income or a Deduction on your Tax Return** (Keep 7 years from the date the return was filed or 2 years from the date the tax was paid -- whichever is later)
- **Annual Investment Statement** (Hold onto 7 years after you sell your investment.)

### What to keep for 7 years

- **Records of Satisfied Loans**
- **What to hold while active**
- **Contracts**
- **Insurance Documents**
- **Stock Certificates**
- **Property Records**
- **Stock Records**
- **Records of Pensions and Retirement Plans**
- **Property Tax Records Disputed Bills** (Keep the bill until the dispute is resolved)
- **Home Improvement Records** (Hold for at least 7 years after the due date for the tax return that includes the income or loss on the asset when it's sold)

**Keep Forever:** \* These documents should be kept in a very safe place, like a safety deposit box.

- **Marriage Licenses**
- **Birth and Death Certificates**
- **Wills**
- **Adoption Papers**
- **Records of Paid Mortgages**