

WHAT SHOULD I SAVE AND HOW LONG MUST I KEEP THEM

By Money Adviser Consumer Reports

<u>Documents</u>	<u>When to toss them</u>
Bank deposit slips	After you reconcile your statements
Bank Statements prove deductions	After a calendar year: store with returns if need to
Brokerage statements onto annual	Shred monthly & quarterly as new ones arrive. Hold statements until you sell the investments.
Credit card bills	After you check & pay them, unless you need them to support tax filings
Household warranties	After you no longer own the household items
Insurance policies	After you renew them
Investment purchase Confirmations & 1099s	Hold until you sell the securities, then keep with your tax records for 7 years
Pay stubs	After you reconcile with your W-2
Savings bonds	Cash them in when they mature
Social Security statements	When you get a new statement, then shred the old one
Tax returns and support Documents	After 7 years



KEEP THESE IN A SAFE-DEPOSIT BOX

<u>Documents</u>	<u>When to toss them</u>
Birth & death certificates	Never
Estate-plan documents	Never
Life-insurance policies	Never, or when a term policy has ended
Loan Documents	After you sell your home, auto, boat or whatever the loan was for
Marriage licenses/divorce	Never
Military discharge papers	Never
Social Security cards	Never
Vehicle titles	After you sell the vehicle

