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To Toss or Not To Toss?

IRS Tax Guidelines:

IRS Record Retention Schedule (Individuals) - Publication 552 www.irs.gov 1-800-829-1040

Credit Reports / Identity Theft: You are entitled to one free annual credit report from the Government www.annualcreditreport.com

Official Credit Reporting Agencies:

Equifax - 1-800-685-1111 www.equifax.com

Experian - 1-888-397-3742 www.experian.com

TransUnion - 1-800-916-8800 www.transunion.com

Free/Almost Free Resources To Reduce Unwanted:

Telephone Solicitations www.donotcall.gov/register/Reg.aspx 1-888-382-1222 (each #)

Email Solicitations www.dmachoice.org 1-212-768-7277 ext 1500

Junk Mail www.dmaconsumers.org/cgi/offmailing 1-212-768-7277 ext 1500

Credit Card / Insurance Solicitations www.optoutprescreen.com or call 1-888-567-8688

No Guilt – Toss:

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| <ul style="list-style-type: none">➤ Junk Mail➤ Expired Coupons➤ Outdated Schedules➤ Old Greeting Cards (*unless memorabilia)➤ Old Grocery Receipts➤ Old Invitations (*unless memorabilia)➤ Expired Warranties/Contracts➤ Old Instructions➤ Expired Policies | <ul style="list-style-type: none">➤ Old Magazines (3 months)➤ Old Catalogs (replace when new one comes)➤ Receipts For Minor Non-Tax Deductible Items➤ Business Cards From Unused/Unknown Sources➤ Travel Brochures/Maps➤ Solicitations➤ Recipes (2 years maximum unless used)➤ Bad photos➤ Articles/Clippings (1 year maximum) |
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Katzman Consulting, LLC provides Records Retention Guidelines as a general outline; it is not intended as legal, medical or financial advice. Always contact your financial planner/accountant for your specific situation.

Guide to Deciding What to Keep

<p>Keep Vital Records Permanently</p>	<ul style="list-style-type: none"> • Birth / Death / Adoption Certificates • Marriage / Divorce Licenses • Official Military / Citizenship Papers • Diplomas / Certificates / Final Transcripts / Association Memberships • Social Security Card • Legal Papers - Custody, Judgments, Contracts, Copyrights, Discharges • Estate Planning / Power Of Attorney / Wills (Current Copies) • Medical Records -Detailed Procedures & Results • Year End Retirement Plan Statements (Current Plans)
<p>Keep For As Long As You Own PLUS 6 Years</p>	<ul style="list-style-type: none"> • Confirmation of Beneficiary /Purchase / Sale of Investments • Annual Retirement Statements (401K, IRA's, pension, etc.) • Deeds, Titles, Leases, Loans • Home Improvement Records For Homes • Receipts For Major Purchases (jewelry, antiques, collectibles, cars, boats, etc.) • Auto Records (titles, repairs, etc.) • Mortgage/Loan Discharge papers • Check registries
<p>Keep Tax Related Documents For 7 Years</p>	<ul style="list-style-type: none"> • Annual Tax Returns with W-2 & 1099 Forms • Mortgage Interest, Property Tax Statements • Year-End Brokerage, Investment, Retirement Statements • Real Property Expense Records • Receipts / Credit Card Statements For Tax Deductions • Deducted: Business Expenses, Child Care, Charity Donation Receipts • Deducted: Out-of-Pocket Medical Expenses • Lease and Loan Records
<p>Until You Replace It, Sell It or It Expires</p>	<ul style="list-style-type: none"> • Insurance Policies (after last claim date) • Financial Fund Prospectus • Passport • Wills / Power Of Attorney • Warranties / Service Contracts • Resumes • Safe Deposit Key and Inventory List
<p>One Year Unless needed for tax purposes, warranty or return</p>	<ul style="list-style-type: none"> • Pay Stubs / Income Statements / Social Security Statements (once reconciled W-2 or 1099) • Utilities / Routine Bills • Monthly Credit Card / Bank Statements • Monthly/Quarterly Brokerage & Mutual Fund Statements (once reconciled at year end) • Monthly Mortgage Receipts (once reconciled for mortgage interest & property taxes) • Cancelled Checks
<p>Check Against Monthly Statement Then Shred*</p>	<ul style="list-style-type: none"> • ATM/Debit Receipts • Bank Deposit Receipts • Sales Receipts For Minor Purchases • Credit Card Receipts <p>*Unless it is needed for tax purposes, a warranty or return</p>