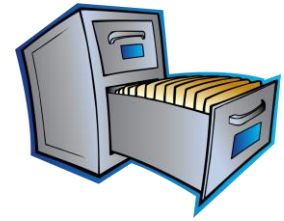


Filing System Simplified



The purpose of a filing system is to store documents you will need at a later date. Studies have shown that very little of what we file away gets looked at again. What to keep: If it has an impact on taxes or is a legal document, keep it. Go to Wells Fargo for a list of documents to keep and destroy: <http://www.pwm.wfadv.com>. Also, if you can locate it on a website, don't keep the paper. Keep it simple!

Bank Accounts

- On file per bank account
- Credit Reports (get one yearly)
- Safe Deposit Box contents

Car

- One file per car
- AAA/Car registrations/EZPass

Credit Cards

- Banks
- Department Store

Home

- Property Information
- Mortgage
- Home Equity Loan
- Township Information
- Inside/Outside Improvements
- Decorating Ideas and Receipts

Insurance

- Life
- Car
- Fire

Medical

- Health Insurance
- Current year expenses
- Blank medical forms
- General Medical tests, etc.

Miscellaneous (keep small)

Pet Information

Retirement

- Each company/annuity
- Social Security
- Medicare Information

Taxes

- Keep 7 years (most recent year in your cabinet-other 6 years in another location)

Utilities-not necessary to keep these bills

- Gas/Oil
- Electric
- All phones
- Cable

Warranties

- Large Appliances
- Large Electronics
- Inside Misc.
- Small Appliances
- Small Electronics
- Outside Misc.

Going through Mail:

1. Have a permanent mail sorting station:
 - Recycle box for junk mail
 - Shred box for credit card offers and personal information (social security numbers or open account numbers).
 - Bills-put in one location where you pay them
 - To-be-filed bin: Keep in one bin close to filing cabinet. Use a pretty bin if you keep it out in the open.
2. Recycle old catalogs when new ones arrive; keep in one place alphabetically.
3. Keep invitations, things to take care of, calls to be made, etc. in one place by the family calendar or where you pay bills.

Maintenance Tips:

1. Maintenance is key: Sort mail regularly and don't allow junk mail to overwhelm you.
2. Pay bills on time: a good credit score is critical to financial freedom.
3. Do your filing when the papers get as high as the to-be-filed bin or basket: find a comfy chair, pour your favorite drink, put in a good movie, and file!

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