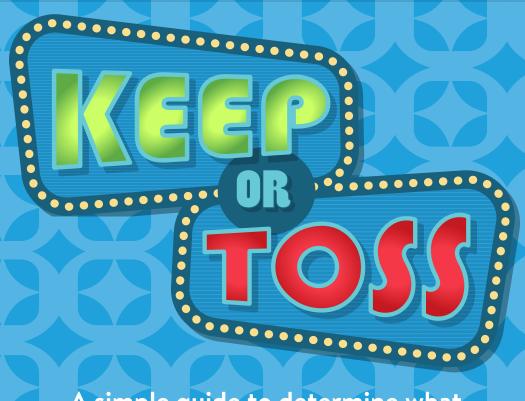
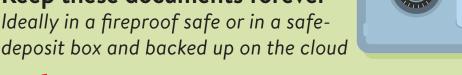
Organizing Your FINANCES

MONEY THING®



A simple guide to determine what documents to keep and what documents are OK to toss!







Marriage licences and divorce decrees

Pension plan documents

Copies of wills, living wills, trusts, and powers of attorney

Military discharge papers

Copies of burial deeds and plots

Safe-deposit box inventory



Keep these documents for as long as you own the asset Ideally in an organized and lockable filing cabinet and backed up on the cloud

House and mortgage documents

Appliance manuals and warranties

Insurance policies

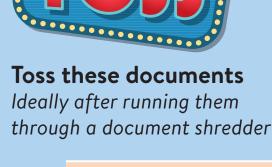
Vehicle titles and loan documents

ATM deposit and

2 Utility and phone bills

Credit card statements

withdrawal slips





<30 days

45 days

Bank statements 1 year 5 Pay stubs 1 year Medical records 5 years Tax returns and 6 years supporting documents 8 Investment statements 6 years Keep for one year; Make sure that the transaction is reflected be sure to match them to on your bank statement your T4 slip before

Shred credit card statements after 45 days, but hang onto those statements that you may need for business,

for taxes, as proof of purchase, or for insurance.

and then get rid of

the ATM slip.

Shred them after

you've paid them, unless they contain tax-

You only need to keep bank statements for one year. However, if records are related to your taxes, business expenses, home improvements, mortgage payments or major purchases, hold onto them for six years.

Keep records for five years from the time treatment for the symptoms ends. Retain prescription and health insurance information.

you shred.

Shred monthly
statements as new ones
arrive, but keep annual
statements until the sale
of each asset within the

account occurs and for

You need to hold onto

your returns and all

supporting documents for

six years thereafter, in case you get audited.

A good rule of thumb: If out the down to a government of the state of

A good rule of thumb: If you will need to venture down to a government office, wait in line at a hospital or sit on the phone for an hour to retrieve a document, then it's likely best to hold onto it. If you can easily pop online and retrieve a document, then you likely don't need to keep a physical copy.

BROUGHT TO YOU BY



Sources: Canada Revenue Agency, Jill on Money, Lifehacker.com, Mint.com, Suze Orman