



HOW LONG DO I HAVE TO KEEP MY RECORDS

TAX RETURNS

Permanently keep all tax returns from all years. Keep all W-2s, 1099s, records of electronic filing, and any cancelled checks relating to the taxes attached to the appropriate year. You should keep for a minimum of seven years from the date filed and the taxes were paid in full, charitable contributions documentation, receipts, diaries, and logs pertaining to the tax return. Permanently keep all divorce documents and estate planning documents.

BANK RECORDS

It is recommended to keep the bank statements, and bank deposit slips for a minimum of seven years, however some records pertaining to tax related items may be kept permanently.

BILLS – UTILITY AND NORMAL

You should keep for a minimum of one year, but if none of these items were reported on your tax returns for the last four years, you can throw away. It is recommended to keep large purchase item receipts and cancelled checks for the ownership period plus seven years for insurance purposes.

MEDICAL BILLS, INTEREST INCOME, AND/OR EXPENSE, CHARITABLE CONTRIBUTIONS, BUSINESS RECEIPTS, CHILD CARE EXPENSES

Any item used on the tax return and not carried over such as depreciation or carryover credits can be disposed of after four years from the filing date. Keep the tax return itself, but throw away the receipts.

HOUSE MORTGAGE

If you bought items for your business that are being depreciated, or if you use your car in business, keep the information and receipts at least four years past the date you sell or dispose of the item. Do the same for anything having to do with our personal residence. Save all of your home improvements, and home repair receipts and cancelled checks from work on the house from the day you bought the house to the day you sell, no matter how many years, even if 50 or more years. It will save you on taxes when you sell.

BROKERAGE STATEMENTS, RETIREMENT SAVING PLANS

Keep investment purchases and sales slips, dividend reinvestment records, year-end brokerage statements, mutual fund annual statements, investment property purchase documents, for the ownership period plus seven years. Permanently keep all retirement plan annual reports, IRA annual reports, and IRA nondeductible contributions (Form 8606).

CREDIT CARDS

Keep seven years if tax related expenses are documented.

INSURANCE POLICIES

Keep the policies for the life of the policy plus three years. Loan documents should be kept for the term of the loan plus seven years.

LOAN DOCUMENTS

Keep Loan documents for the term of the loan plus seven years.

PAYCHECKS

Keep until W-2 is confirmed correct. If W-2 is incorrect, keep until after corrected W-2 is sent then discard.