

CHEAT SHEET

What & When To Shred Documents

IMMEDIATELY

- ATM Receipts
- Sales Receipts for Minor Purchase
- Credit Offers
- Paid Credit Card Statements
- Cancelled Checks

WITHIN ONE YEAR

- Paychecks/Stubs
- Paid Undisputed Medical Bills
- Bank Statements

AFTER SEVEN YEARS

- Tax Documents (Filings & accompanying documents)
- Investment Records

VARIABLE

- Vehicle Records (As long as you own car)
- Lease (Until you move & get deposit back)
- Home Deed (As long as you own home)
- Home Improvement Receipts (As long as you own home)
- Sales Receipts for Major Purchase (until end of warranty)

NEVER SHRED

- Birth Certificates/Adoption Papers
- Marriage or Divorce Decrees
- Insurance Policies
- Social Security Card
- Citizenship, Drivers License, Passports
- Death Certificates
- Wills
- Pension Plan Documents

EFFICIENTLY
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