## Four questions to ask yourself when filing any paper

Does this paper require immediate action or follow-up?

Can I use this paper for taxes?

Is this a vital record belonging to a person? (e.g. education or health history) or

Will this paper be used

asset? (e.g. warranty or

for the resale of an

maintenance record)

Is this a newer or updated version of an existing document? (e.g. an updated insurance policy, a new draft of your resume, an updated calendar of events or newsletter)

NO

NO

Otherwise, file into a month folder. Use a clip to mark the current month.

Every time you advance to a new month, discard the papers left over from two years ago. After December 31, you will swap the position of all EVEN YEAR folders with ODD YEAR

folders and contunue filing

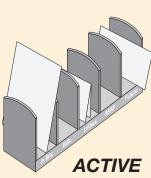
in the January folder of

the new year.

File most household papers into the folder for the current month.

YES

File the paper into an an action file system. Active papers may be stored in a desktop sorter or within folders.



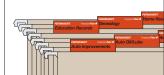
YES

File into a tax folder for the current year. If you don't have a tax folder for this paper, create a new tax tab and folder. Remember to also prepare an identical tax folder for next year. For help choosing your tax labels see the instructions directly on label sheets or consult the "Label Guide" or "Questions and Answers."



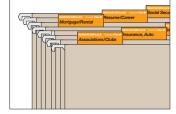
YES

File into a permanent folder. If you don't have a category for this type of document you wil find many pre-printed labels provided with your kit.



YES

File into an orange folder. always remove the old version and replace it with the new version.



Color guide

What to file

Petty Receipts, Paid Bills, Statements not used for taxes Misc. Notifications, Employee Pay Stubs "Catch All" for items not belonging to any other folder Do not file

Tax deductible receipts, bills, and payments belong with Tax.

Receipts for valuable assets belong with Permanent.

Papers requiring action or follow-up go with Active (see above\*).

TAX

All Forms W-2, 1099, Business Accounts, Year-End Statements Receipts for any taxable income or deductible expenses Interest, Gain/Loss Summaries, Charitable Contributions Etc. Monthly statements not directly used for taxes belong with Monthly. Agreements and contracts belong with Remove/Replace. After paying taxes, move all supporting documents to Archive.

**PERMANENT** 

**MONTHLY** 

Certificates, Education & Health Records Titles, Deeds, Trusts, Maintenance Records, Warranties (Files are passed to a new owner or kept within the family) Current insurance policies belong with Remove/Replace.

Non-critical correspondence belongs with Monthly.

For follow-up on brochures and promotions use Active (see above\*).

REMOVE/REPLACE

Insurance Policies, Leases, Loan Agreements, Contracts, Wills Current Subscriptions, Licenses, Memberships, Benefits Documents periodically updated, Ongoing Lists Always remove the outdated document when you file a newer version. Payments belong with Monthly or Tax.

Home loan interest payments belong with Tax.

TAX ARCHIVE

Completed tax returns for the last 10 years All supporting documents (Each tax archive folder is reused every 10 years) Tax related documents for uncompleted tax returns belong with Tax. Tax documents accumulating for the current year belong with Tax. Property improvements and investments belong with Permanent. nt © 2005, 2009 FreedomFiler®. All rights reserved.