

## How Long to Keep Paper Cheat Sheet\*

### Tax Records:

Copies of returns = Forever  
Supporting Documents = 7 Years

### Utility Bills:

1 Month (Unless deducted for home office expense, file with return for one year)

### Paycheck stubs/Direct Deposit Statements:

1 Year

### Mortgage Information:

For as long as the property is owned plus an additional 7 years for tax purposes

### Credit Card Statements:

1-2 Months or until charges are reconciled

### Records for Home Improvements, Sale or Purchase of Property:

7 Years after the sale of the property

### Medical Records:

4 Years or more (Keep separate from current year)

### Insurance Policies and Bills:

Keep current policies and bills, discard cancelled policies

### Investment Records:

Keep initial purchase and year end reports indefinitely

### Receipts for Purchases:

1 Month (Except big-ticket items requiring proof of purchase for insurance)

