

How can I control the paper I keep and what is coming in?

by Kate Varness, CPO-CD

Want to know what to keep and what to save?

The safest best is to talk to your CPA for information on what to keep for your situation. In most cases, you will need to keep papers that relate to tax filings or legal/ownership issues. For most people, that means that those old check registers from ten years ago can be shredded. If you are not honest in your tax filings, there are no limits to how long ago you can get audited.

The biggest questions with keeping paper are:

- Do I need this for taxes or legally?
- Can I find this again if I needed it?

The biggest culprits for oversaved paper are articles, recipes, even instruction books that you are keeping that can easily be found again online. Get honest with yourself about how many magazines you are actually going to read or how many recipes you will try or whether your cousin Sally really needs you to send her an article about crocheting from last year's paper. Give yourself the freedom to do things you want to do by releasing yourself from as much paper as you can.

For official info on what paperwork individuals need to keep for taxes go to:

www.irs.gov/publications/p552

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- Or tear off label, write instructions, mail back in their ordering envelope marked ATTN: customer service
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