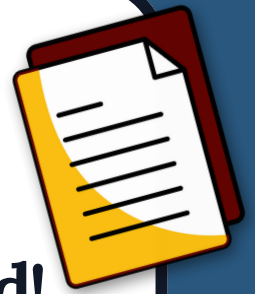


How long should you keep your documents?



Cooney Financial has you covered!

Document Type

Retention Guideline

Tax Returns/ Personal Records	Seven Years from the date you filed or two years from the date you paid the tax, whichever is later.
Tax Returns/ Business Records	Ten Years from the date you filed or two years from the date you paid the tax, whichever is later.
Bank Statements	Seven Years unless tax related, then keep with applicable tax return.
Charitable Contribution Receipts	Keep with applicable tax return.
Credit Card Purchase Personal Receipts	Discard after purchase appears on the statement unless needed for warranties, returns, or taxes.
Credit Card Purchase Business Receipts	Keep with applicable return.
Personal Credit Card Statements	Seven years unless tax related, the keep with applicable return.
Business Credit Card Statements	Keep with applicable Tax return.
Health Insurance Policies	Until policy expires, lapses, or is replaced, along with all claims paid.
Home & Property Insurance	Until policy expires, lapses, or is replaced, along with all claims paid.
Life Insurance Policies	Until policy expires, lapses, or is replaced, along with all claims paid.

Document Type

Retention Guideline

Investment Account (non-retirement)	Keep quarterlies until the annual arrives, then shred. Keep annuals for seven years after closing the account.
Medical Expense Receipts	One year, unless ongoing/chronic, then keep until one year after the issue is resolved. Or if deducted, then keep with applicable tax return.
Investment sales, Purchases, & Confirmations	Seven years after the investment is sold.
Medical Records (testing Procedures, etc)	Ten years unless ongoing/chronic, then keep most recent results/ info until ten years after the issue is resolved.
Military Papers	Permanently (needed for vet benefits)
Pay Stubs	One year then shred all except the final pay stub. Keep that with applicable tax return.
Passports	Until Expiration.
Personal Certs: Birth/Death; Marriage/Divorce	Permanently.
Real Estate Purchase Documents	Seven Years after the property has been sold and all taxes have been paid, Unless tax related then keep with applicable tax return.
Rental Leases/ Receipts	Seven years after leaving the residence.
Retirement Account Statements	Keep quarterlies until the annual arrives, then shred. Keep annuals for seven years after closing the account.
Social Security statements	One year, Replace annually when new one arrives.
Warranties	Until expiration, unless there's an active claim, then keep until the claim has been settled.
Will/Estate Documents	Permanently, Along with amendments.