

RIGHT on the MONEY

Handout 1.7 Home Filing System Organizers

These organizer assistants can be printed on colored paper and taped or glued to folders in your home filing system.

They are also formatted to fit on shipping labels that you can purchase at a local office supply store (Avery 5168 or its equivalent).



BANKING

Savings
Money Market Checking
CDs

Label folder(s) with name of bank/credit and type of account, e.g., ABC Bank – Checking or Credit Union XYZ – Savings.

Contents of File

- Monthly checking account statement
- Monthly savings account statement
- Deposit or withdrawal receipts
- ATM/Debit Card information

Discard Records

- Checks or electronic images of checks – when no longer needed for tax purposes (checkbook registers, also)
- Monthly checking statements – after 1-3 years
- Deposit/withdrawal slips – when transaction appears on monthly statement

Online Sources of Help

- Federal Deposit Insurance Corporation: www.FDIC.gov
- National Credit Union Administration: www.ncua.gov
- Pennsylvania Banking Department: www.banking.state.pa.us
- Your Money's Best Friend: www.moneysbestfriend.com click on Banking Basics

AUTO/VEHICLE

Cars Motorcycles
Trucks RVs

Label folder(s) with make, model and year of the vehicle, e.g., Honda Civic 2006 or Ford F150 2008.

Contents of File

- Vehicle Identification number (VIN)
- Copy of title (original should be in safe deposit box)
- Copy of vehicle registration and the registration form from the last time it was renewed
- Date and location of purchase
- Dealer documents if a lien is on the vehicle
- Warranties and manufacturer recalls
- Receipts for routine maintenance or repairs
- Traffic tickets

Discard Records

- When you no longer own the vehicle

Online Sources of Help

- Center for Auto Safety: www.autosafety.org
- National Highway Traffic Safety: www.hhtsa.dot.gov
- For a database of registered lemons: www.safetyforum.com
- Green Vehicle Guide: www.epa.gov/emiss-web
- Fuel Efficiency: www.fueleconomy.gov
- Motor Trend: www.motortrend.com
- NADA Official Used Car Guide: www.nadaguides.com
- Kelly Blue Book: www.kbb.com

CONTACTS

Label folder(s) Contacts – Professional Advisors and Contacts – Service People.

Contents of File

Name, address, telephone number and e-mail address for:

- Accountant
- Attorneys or legal advisor
- Carpenter
- Carpet Cleaner
- Dentist
- Electrician
- Eye doctor
- Financial advisors
- Handyman
- Insurance Agent
- Painter
- Physicians and any specialists
- Plumber
- Real Estate Agent
- Computer appliance repair
- Tax Preparer
- Other favorite contacts

Discard Records

- When you no longer use their services

CREDIT/LOANSCredit Cards Loans
Credit Reports

Label folder(s) with name/type of loan and lender, e.g., Kelly's Student Loan – ABC Bank or Visa Credit Card – XYZ Bank.

Contents of File

- Credit card information including a copy of the front and back of the card, the account number, and the phone number to call if the card is lost
- Monthly credit card statements
- Loan agreement and monthly payments
- Credit reports
- Receipts for loan payments
- Key correspondence related to accounts

Discard Records

- Monthly credit card statements – after one year unless needed for tax purposes
- Receipts for loan payments – after loan is paid in full

Online Sources of Help

- Get one free copy of your credit report each year from the three main credit bureaus: www.annualcreditreport.com
- Equifax: www.equifax.com or 800-685-1111
- Experian: www.experian.com or 888-322-5583
- TransUnion: www.transunion.com or 800-888-4213
- Federal Trade Commission: www.ftc.gov/bcp/menus/consumer/credit.shtm
- Your Money's Best Friend: www.moneysbestfriend.com click on Credit

DEPENDENT CARE

Child Care Adult Care

Label folder(s) with dependent's name and provider, e.g., ABC Daycare – Amy or Sunny Days Senior Care – Mom.

Contents of File

- Name, address, and phone number of care provider
- Name, address, and phone number of babysitters
- Correspondence with schools, daycare, camps, etc.
- Contracts with adult care center
- Receipts of payment for child or adult care services
- Records related to dependent care reimbursements for tax purposes

Discard Records

- Child care – the later of when no longer using the child care provider or needed for reimbursement, legal or tax matters
- Dependent care records – when they are no longer needed to file for reimbursements, legal or tax matters

Online Sources of Help

- Child care: <http://betterkidcare.psu.edu>
- Adult care: www.aarp.org and www.eldercare.gov
- Pennsylvania Department of Public Welfare (accredits day care providers): www.dpw.state.pa.us
- Pennsylvania Department of Aging: www.aging.state.pa.us
- Your Money's Best Friend: www.moneysbestfriend.com click on Family

DEATH/FUNERAL ARRANGEMENTS

Label folder(s) Death/Funeral Arrangements – [name].

Contents of File

- People to notify including names, phone numbers, and e-mail addresses
- Funeral arrangements (burial location, prepaid arrangements, special instructions, epitaph, etc.)
- Organ donor information
- Life insurance information
- Personal data sheet with information that may be needed at death, e.g.:
 - Full name
 - Occupation
 - Place and date of birth
 - Location of vital records
 - Parents' full names
 - Military service (branch, time period)
 - Prior marriages
 - Family tree

Discard Records

- When no longer needed
- Update as necessary

Online Sources of Help

- Pennsylvania Department of Aging: www.aging.state.pa.us
- Your Money's Best Friend: www.moneysbestfriend.com click on Death

DONATIONS/CONTRIBUTIONS

Label folder(s) Donations/Contributions – Tax Year ____.

Contents of File

- Cancelled checks for donations or contributions
- Letters acknowledging gifts from charitable organizations
- Contact information on charities you support

Discard Records

- When you no longer need the information for tax purposes

Online Sources of Help

- Charitable tax donations: www.irs.gov
- PA charities: www.charity-charities.org/charities/PA.html
- National charities: www.give.org/reports/index.asp

EMERGENCY CONTACTS

Label folder Emergency Contacts.

Contents of File

Name, address, phone number and e-mail address for:

- Immediate family members
- Schools & employers
- Physicians
- Child/adult care providers
- Insurance agent
- Legal and financial advisor

Other information:

- Location of Vital Records
- Location of Powers of Authority

Discard Records

- Keep forever
- Update as necessary

HOUSEHOLD INVENTORY

Label folder(s) with Master List(s), Receipts or Appraisals for specific locations or room names, e.g., Living room, Basement, or Shed.

Contents of File

- A copy (paper copy, electronic copy, DVD) of your household inventory; store the original in a safe deposit box
- Copies of receipts that document major purchases or very expensive items
- Name and contact information of a trusted friend or family member who may also have a copy of your household inventory

Discard Records

- Keep indefinitely
- Update as necessary

Online Sources of Help

- Check with the provider of your homeowner's or renter's insurance policy for forms they might suggest.

EMPLOYMENT

Label folder(s) with the family member's name and their respective employer, e.g., Patrick – ABC Company or Mandy – XYZ Company.

Contents of File

- Contact information, e.g., name, address, telephone number, fax number, e-mail address
- Contact information for individuals who might serve as a reference
- Employee handbook or benefits description
- Information regarding items related to the job, e.g., uniforms, safety equipment, etc.

Discard Records

- Employer contact information – until no longer employed or need reference information
- Employee handbook or benefits description – keep current copy only

Online Sources of Help

- Pennsylvania Department of Labor and Industry: www.dli.state.pa.us
- U.S. Department of Labor: www.dol.gov

INSURANCE – AUTO

Label folder(s) with Insurance – [make, model and year of the vehicle], e.g., Insurance – Ford Taurus 2006 or Insurance – Dodge Caravan 2007.

Contents of File

- Policy and related brochures
- Receipts or evidence of premiums paid
- Instructions on how to file a claim
- Copies of any claims filed
- Copies of any accident reports
- Correspondence related to a claim
- Copy of registration forms

Discard Records

- Receipts for premiums paid – when the policy renewal period has expired
- Driver's license – when replaced with a new license

Online Sources of Help

- Pennsylvania Department of Insurance: www.ins.state.pa.us
- National Insurance Crime Bureau: www.nicb.org
- Federal Government: www.safercar.gov
- Your Money's Best Friend: www.moneysbestfriend.com click on Insurance

INSURANCE – DISABILITY

Label folder(s) with Insurance (Disability) – [name], e.g., Insurance (Disability) – Jack or Insurance (Disability) – Sarah.

Contents of File

- Policy
- Receipts or evidence of premiums paid
- Information related to any claims filed

Discard Records

- When policy is no longer in effect or being carried
- Receipts – when notices reflect payment has been received

Online Sources of Help

- Pennsylvania Department of Insurance: www.ins.state.pa.us
- Your Money's Best Friend: www.moneysbestfriend.com click on Insurance

INSURANCE – HEALTH

Label folder(s) with Insurance (Health) – [name of family member covered and the provider], e.g., Insurance (Health) – Willard/Individual or Insurance (Health) – ABC Company/Group.

Contents of File

- Individual or group policy
- Receipts or documentation of premiums paid
- Instructions for how to file a claim
- Blank claims forms
- Copies of claims filed
- Provider directory and formulary list

Discard Records

- When policy is no longer in effect or being carried
- Receipts – when notices reflect payment has been received or until no longer required for tax purposes

Online Sources of Help

- Pennsylvania Department of Insurance: www.ins.state.pa.us
- Your Money's Best Friend: www.moneysbestfriend.com click on Insurance

INSURANCE – HOMEOWNER'S OR RENTER'S

Label folder(s) with Insurance (Homeowner's/Renter's). If needed, indicate the address as well, e.g., Insurance (Homeowner's) – 123 Main St. or Insurance (Renter's) – John's apartment.

Contents of File

- Policy
- Copies of appraisals for high cost items. Keep original appraisals in a safe deposit box; examples include valuable art, collectibles, furs and jewelry
- Receipts or documentation of premiums paid
- Copies of claims you have filed
- Pictures of damaged property

Discard Records

- When policy is no longer in force (e.g., you change carriers or get a new policy)
- Copies of claims filed – one year after the claim has been paid or you no longer need the information for tax purposes
- Receipts or documentation of premiums paid – when notices or letters confirming payment are received

Online Sources of Help

- Pennsylvania Department of Insurance: www.ins.state.pa.us
- Your Money's Best Friend: www.moneysbestfriend.com click on Insurance

INSURANCE – LIABILITY

Label folder(s) with Insurance (Liability).

Contents of File

- Policy
- Receipts or documentation of premiums paid
- Instructions for how to file a claim
- Blank claims forms
- Copies of claims filed
- Correspondence related to a claim

Discard Records

- Policies – when they have expired or changed
- Claims – one year after they have been paid or when no longer needed for tax purposes
- Receipts or documentation of premiums paid – when notices or letters confirming payment are received

Online Sources of Help

- Pennsylvania Department of Insurance: www.ins.state.pa.us
- Your Money's Best Friend: www.moneysbestfriend.com click on Insurance

INSURANCE – LIFE

Label folder(s) with Insurance (Life) – [family member’s name], e.g., Insurance (Life) – John or Insurance (Life) – Sue.

Contents of File

- Policy
- Receipts or documentation of premiums
- Beneficiary designations
- Paperwork documenting changes of beneficiaries
- Loans made on any whole life policies
- Agent’s contact information

Discard Records

- Policies – when they have expired or changed
- Claims – one year after they have been paid or no longer needed for tax or estate purposes
- Receipts or documentation of premiums paid – when notices or letters confirming payment are received

Online Sources of Help

- Pennsylvania Department of Insurance: www.ins.state.pa.us
- Your Money’s Best Friend: www.moneysbestfriend.com click on Insurance

MEDICAL

Label folder(s) with Medical – [name], e.g., Medical – John or Medical – Sue.

Contents of File

- Key medical events (e.g., surgeries) or history on each family member
- Immunization records
- Hospitalizations
- Chronic conditions
- Cause of death of parents, grandparents, great grandparents
(*Hereditary disease information should be shared with family members so they can plan and take preventative measures when possible.*)

Discard Records

- Retain medical history information until no longer needed after death.

Online Sources of Help

- Pennsylvania Department of Health: www.health.state.pa.us

INVESTMENTS

Stocks	Mutual Funds
529 Plans	Bonds

Note: Retirement accounts should be filed under Retirement.

Label folder(s) with the name of each investment company and/or account, e.g., Fidelity – Joanie’s 529, Smith Barney – Tim or GE Dividend Reinvestment Plan.

Contents of File

- Purchase and sale confirmation notices
- Monthly or quarterly statements for each account
- Yearly statements for each account
- Year end Form 1099 (file a copy in tax folder also)
- Checkbooks for money funds

Discard Records

- Purchase and sale confirmations – keep to document cost and for X years after the investment is sold as advised by your accountant
- Monthly statements – one year
- Year-end statements – until account is closed

Online Sources of Help

- Pennsylvania Securities Commission: www.psc.state.pa.us
- Securities and Exchange Commission: www.sec.gov/investor.shtml
- Your Money’s Best Friend: www.moneysbestfriend.com click on Insurance

MILITARY RECORDS

Label folder(s) with Military Records – [name] for each family member in the service or who is a veteran, e.g., Military Records – Peter.

Contents of File

- Copies of enrollment and discharge papers; store originals in safe deposit box)
- List of military benefits

Discard Records

- After death or when no longer needed

Online Sources of Help

- Pennsylvania Department of Military and Veterans Affairs: www.milvet.state.pa.us
- U.S. Department of Defense: www.defense.gov
- Your Money’s Best Friend: www.moneysbestfriend.com click Jobs then Military

PETS

Label folder(s) with Pet Records – [name of pet/description], e.g., Pet Records – Sparkey/Labrador Retriever or Pet Records – Patches/Tabby Cat.

Contents of File

- Record of shots
- Records related to pedigree
- Surgeries or key medical events
- Veterinarian contact information
- Kennel contact information

Discard Records

- Upon death of the pet

POWERS OF ATTORNEY

Label folder(s) with POA – [name] for each family member, e.g., POA – Isabelle or POA – Thomas.

Contents of File

Copies of any powers of attorney including:

- Living will
- Durable power of attorney for health care (health care proxy, advanced health care directive)
- Powers of attorney created for a specific purpose

Discard Records

- When no longer in effect or record is no longer needed for other legal purpose

RETIREMENT

Pension
401(k)s

IRAs

Label folder(s) with Retirement – [name of family member and account], e.g., Retirement – Bill's IRA, Retirement – Bill's 401(k), or Retirement – Bill's Pension.

Contents of File

- Documents explaining retirement benefits
- IRA, 401(k), pension statements
- Hospitalizations
- Records related to early withdrawals or loans from retirement accounts
- Pension accounts held with past employers
- Distribution records if retired

Discard Records

- Indefinitely or until no longer needed for tax purposes

Online Sources of Help

- Pennsylvania Department of Aging: www.aging.state.pa.us
- Pennsylvania Securities Commission: www.psc.state.pa.us
- Your Money's Best Friend: www.moneysbestfriend.com click on Retirement

SOCIAL SECURITY

Label folder(s) with Social Security – [name] for each family member, e.g., Social Security – Kelly or Social Security – Peter.

Contents of File

- Copy of Social Security card
- Yearly Earnings Statements (statements arrive automatically starting at age 25)
- Any key correspondence from the Social Security Administration

Discard Records

- Earnings Statement – after receiving social security retirement benefits

Online Sources of Help

- U.S. Social Security Administration: www.ssa.gov

TAXES

Label folder(s) Taxes – [year], e.g., Taxes – 2008.

Contents of File

- Copies of the returns
- Cancelled checks with a tax purpose
- Medical receipts that may be deductible
- Yearly statements of taxes paid for real estate
- Statement of interest paid on home mortgage
- Records of charitable giving/donations
- W-2 forms
- Form 1099 received from investment accounts or other sources
- Statements of reportable interest received on financial accounts
- Copies of requests for extensions to file tax returns
- Any key communication from the Internal Revenue Service

Discard Records

- Keep indefinitely

Online Sources of Help

- Internal Revenue Service: www.irs.gov
- Your Money's Best Friend: www.moneysbestfriend.com click on Taxes

WALLET/BILLFOLD

Label folder(s) Wallet/Billfold – [name], e.g., Wallet – Fred or Pocketbook – Jenny.

Contents of File

- A list of the contents of your wallet/billfold or pocketbook
- Copies of the fronts and backs of all cards in your wallet/billfold:
 - Credit/debit cards
 - Driver's License

Discard Records

- Update this file periodically as you change the contents of your wallet. It should be the first place you go to help report the contents of your wallet or purse if stolen. It also provides a quick reference sheet to the credit card companies and others you will need to notify.

UTILITIES

Label folder(s) Utility – [type] for each type, e.g., Utility – Cable, Utility – Electric, Utility – Gas, Utility – Telephone, or Utility – Water/Sewer.

Contents of File

- Monthly statement with amounts owed and previous months payment noted

Discard Records

- One to three years from date of receipt

VITAL RECORDS

Certificates
Licenses Identification
Legal Papers

Label folder(s) Vital Records. Depending on the quantity you may need separate folders divided by type.

Contents of File

- Copies of:
- Birth, adoption, marriage and death certificates
 - Social Security Cards
 - Current Driver's License (original on your person)
 - Passports/Immigration/Naturalization
 - Military discharge papers
 - Prenuptial agreements
 - Divorce decrees and custody agreements
 - Wills and trust documents
- (Originals should be stored in a safe deposit box. Wills can be kept with an attorney, in a fire-proof home safe or other accessible location.)*

Discard Records

- Birth, adoption and marriage certificates – never
- Death certificates and military records – when no longer needed for legal matters
- Passport – when expires
- Custody agreements – when legal age reached
- Divorce decree – at death or when no longer needed for legal matters
- Trust document – when terminated or expires
- Wills – when replaced by updated versions

Online Sources of Help

- Birth & death records: in PA – www.health.state.pa.us; out-of-PA – www.cdc.gov
- Driver's licenses: in PA – www.dot.state.pa.us; out-of-PA – www.dmv.org/drivers-license.php
- Military records: <http://www.archives.gov/>