

Organize Your Life... *Organize Your Papers to Shred!*

In this day of identity theft, you really need to protect your personal information.

Cross cut shredders work best. Keep your shredder in a convenient spot so you can shred as you go!

If you are not sure whether you should toss or shred a specific document, it is always best to shred!

Here is a partial list of items to shred*-

Anything with account numbers

 Social security numbers

 Birthdates

 Signatures

Anything that includes passwords

 Pin numbers

Expired credit cards

 Identification cards

 Insurance cards

ATM slips

Bank Statements

Birth Certificate Copies

Cancelled Checks

Charge Statements

Deposit Slips

Employee Paystubs/Records

Expired Contracts (as long as it does not support your income tax)

Medical/Dental Records no longer needed

Investment Statements

Paystubs

Receipts with Charge Numbers or Check Information

Solicitations for credit cards

Tax Supporting Documents/Files no longer needed

*Please confirm with your accountant and/or attorney before shredding any document in question.