

Tax Organization Files

File Name	File Contents	Retain How Long?
Bank accounts	Monthly account statements	Until year-end reconciliation
Brokerage accounts	Year-end statements	Indefinitely
Canceled checks	Related to home improvements	As long as you own the property
	Tax-deductible items	Indefinitely
	Non-deductible IRA contributions	Indefinitely
Credit-card statements	All monthly statements	At least one year
Income	Paycheck stubs, royalty statements	Until W-2 or 1099 is received
Investments	Monthly statements, buy/sell confirmations	Indefinitely
Receipts	Major purchases, anything related to your home or investments	Until you no longer own
Retirement plans	Year-end account statements	Indefinitely
Tax return 20__	Return and supporting documentation for that year-	For at least seven years from filing date. (You'll need at least seven files for your prior years' tax returns.)
Tax info	Documentation for current year ó anything you checked on Worksheet 8-1	Until tax return is filed, tax then move into Tax Return 20__ file