

## Which Personal Papers to keep and for how long?

### For Life

- Personal Details: Passports, ID books
- Insurance policies
- Will and Burial wishes
- Educational Records
- Employment Details
- Finance & Banking
- Insurance
- Insurance Details
- Share & Unit Trust portfolios
- Agreements & Contracts
- Other Assets.

### For the Life of the article

- Automobile records
- Household inventory & appraisal
- Property bill of purchase
- Insurance policies
- Appliances receipts – for as long as you own item attach to instruction leaflet.
- Art, antiques, collectibles receipts – for as long as you own item.
- Furniture receipts
- House hold repair receipts
- Major purchases receipts – life of item
- Warranties and instructions
- Resume
- Safe deposit box key & inventory

### For 5 years

All supporting Documents for entries in your tax return:

- Your IRP5/IT3 (a) employee tax certificates
- IT3 (b) interest certificates
- Medical aid certificates and receipts
- Pension fund and retirement annuity certificates
- Logbook of business travel expenses
- Papers that confirm buying or selling of stocks and bonds
- Pay stubs, bank statements if they list tax deductible expenses or charitable gifts,
- Utility and phone bills, and
- Medical bills
- Bank Statements
- Dividend Payment Records

However, you do NOT need to submit them. Keep them safely in your possession for at least five years in case SARS needs access to them.

### Until statement is reconciled or refund date

- Clothing purchases
- ATM receipts/deposit slips

### Until sale

- Home Information – Invoices for improvements,
- Certificates & Guarantees for work,
- Planning permissions & Plans,
- Records of repairs or pest control

## What to Toss or Recycle?

- Junk mail
- Expired coupons
- Outdated schedules
- Old greeting cards
- Old grocery receipts
- Invitations to past events
- Expired warranties & service contracts
- Expired insurance policies
- Unread magazines older than three months
- Old catalogs – only keep current one
- Investment and banking brochures you never read
- Receipts for non tax-deductible items
- Business cards from people whose names you don't recognize
- Old tourist brochures
- Road maps you haven't referred to for the past ten years.
- Solicitations from charities you don't intend to give to
- Recipes you haven't tried in five years
- Bad quality photos or ones you don't like
- Articles or clippings you haven't read in more than five years

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