<u>Filing System</u>
12 major files with sub-files in each

1. Tax Returns
    a. 8 sub-files
        i. 7 past
        ii. Present
2. Retirement Accounts and Social Security
    a. Sub-file for each 401k, IRA, etc. quarterly statements
    b. Don't have one—create a file for one by faith
    c. File the mandated annual SS update sent to you each year
3. Investment Accounts
    a. Sub-file with statements and info for each CD, Money Market, Stocks, Bonds, Mutual Funds, Brokerage accounts., etc
4. Savings and Checking Accounts
    a. Sub-file for each account with 1 year of monthly statements
5. Household Accounts
    a. Sub-file for title or warranty deed, receipts for home improvements, mortgage folder
    b. If renting, sub-file for lease, security deposit etc.
6. Credit Cards and Other Liabilities
    a. Sub-file for each card with each monthly statement
    b. Sub-file for each loan like student, personal, car etc
7. Insurance
    a. Sub-file for each insurance policy with correspondence for each policy
8. Wills and Trust
    a. Sub-file for wills, irrevocable trusts, living wills, Power of Attorney, DNR forms, estate and applicable lawyer info
9. Children's Accounts
    a. Sub-file for bonds, accounts, savings for children
10. Inventory Planner
    a. What do I own? (Equity Worksheet)
    b. What do I owe? (Liability Worksheet)
    c. What do I earn? (Income Worksheet)
    d. Where does it go? (Spending Plan)