

When and What to Shred

Shred everything with your signature, birth date, Social Security number, account numbers, passwords or PINs. When? Shred credit card statements after 45 days unless you need them for proof of purchase or for tax purposes. Shred bank deposit slips and ATM and credit card receipts as soon as the transactions appear on statements. Shred bank statements, pay stubs and medical bills after one year. Save indefinitely any paperwork that is related to taxes, mortgage payments, improvements on your home, and medical and prescription records.