

## Tips:

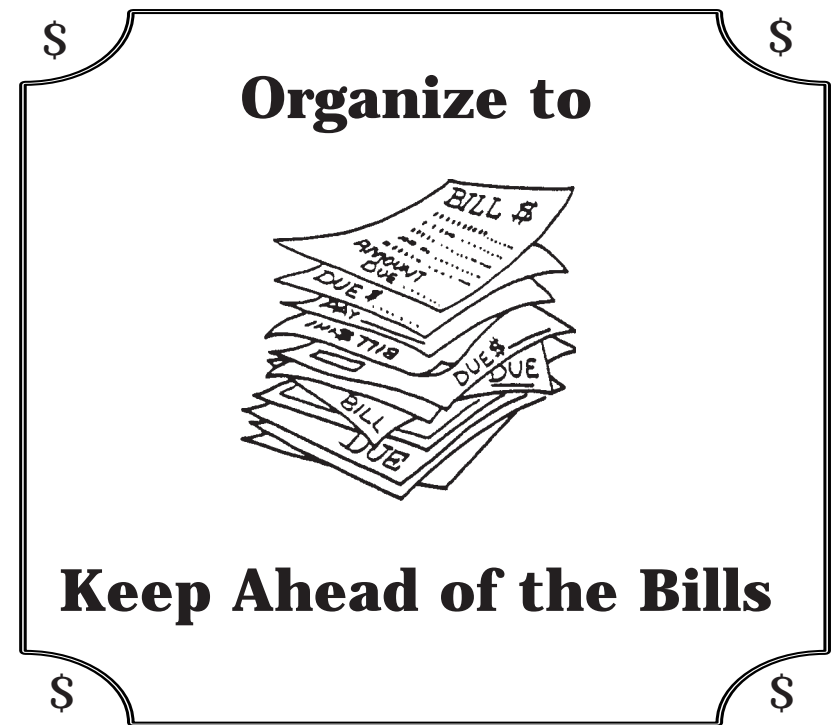
- Organizing your financial papers can save you time, money and frustration.
- Good records can help with good money management.
- If you can afford a safety deposit box at a bank, it is a safe way to store papers that are hard to replace.
- For more information on how to organize family records and keep ahead of your bills, contact your local UW-Extension Family Living staff.

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Family Living Programs

P05: Organize to Keep Ahead of the Bills



Afford Healthy Food Choices with DOLLAR SENSE

## **Why is it important to organize to pay bills?**

It is easier and less stressful to pay bills when there is one place where all the information can easily be found. Also, there is less chance of misplacing a bill—and having to pay late charges.

## **What do I need to organize my bill paying?**

1. A place to put bills when they arrive (a file, box, or drawer).
2. A system for tracking your spending (envelopes, calendar, receipt container, notebook, account book or checkbook)
3. Pens, envelopes, stamps for mailing out payments. Paper to include notes when needed.
4. Files or envelopes for long term records.
5. A calendar with due dates marked.

## **What are some of the records that I should keep?**

These records should be stored in or near your bill paying space.

- Your budget
- Bank statements
- Credit contracts
- Phone numbers and addresses of creditors
- Account numbers
- Canceled and unused checks

Keep these records in a safety deposit box or other fire-resistant box:

- Personal and employment records
- Tax records
- Receipts from major purchases
- Housing and automobile records
- Insurance records
- Savings records
- Your will...and other estate planning records
- Social Security numbers