



# SIX-PACK FOLDER SYSTEM RECIPE



List the folder contents (on a Post-it Note) on the outside of the folder:

This is the most basic system to track your day-to-day incoming and working papers. Remember that SYSTEMS stands for Saving You Time Energy, Money, and Sanity. Use hang file folders with removable paper folders. Label each folder.

## 1. Family/Health/Medical: make one folder per person

- Health Insurance policy and statements
- Dental/Vision Insurance cards
- Bills and Explanation of Benefits (EOBs)

## 2. Financial — Credit Cards, Banking & Investments, Retirement, Life Insurance

- Credit card numbers
- Checkbook – in Go Bag
- ATM receipts – reconcile to statements, then shred; only keep what's tax-relevant
- Statements – to reconcile monthly, then shred
- Review quarterly with an investment advisor
- Keep original agreements and policies -in Go Bag
- Ensure that insurance beneficiary information is current and accurate

## 3. Current Tax Year Income

- Paystubs
- Donation receipts
- Current property taxes
- Tax vouchers for quarterly payments

## 4. Assets — Auto, Property, Other

- Title (color copy) original (key document) – in Go Bag
- Insurance policy and current insurance cards: keep a copy in your car and in your wallet
- Auto loan agreement – in Go Bag plus lien pay-off letter
- Auto loan statement: review monthly for accuracy
- Home insurance policy original (Key Document) – in Go Bag
- Property taxes – ensure amounts and payments are correct
- Rent or assessment receipts – ensure amounts and payments are correct
- Homeowners' association (HOA) updates
- Current insurance policy (ies) – in Go Bag
- Sub-Folder with receipts for home improvements and repairs

## 5. Utilities: Phone, Electricity, Cable, Heat, etc.: Keep each in a separate folder

- Keep original agreements
- Check periodically to see if the terms still fit your needs, especially with seasonal changes
- Keep bills for several months to check for accuracy, then shred

## 6. Retirement and Life Insurance Accounts

- Keep original agreements and policies – in Go Bag
- Keep current on payments and terms

*Ensure that beneficiary information is current and accurate.*

