



January 15, 2025

## When to Shred Old Financial Documents

Managing financial paperwork can feel overwhelming but knowing what to keep and what to shred can help you stay organized while protecting yourself. Here's a simple guide to decluttering your records responsibly:

### **Tax Returns**

The IRS recommends retaining your tax returns for three to seven years, depending on how complex your tax situation is as an individual or a business. If you want to err on the side of caution, you can keep a digital record of all of your tax returns just in case.

### **Bank Statements**

You can typically keep your personal bank statements for one year before clearing up some space. If you are a small business owner, you may want to [keep your bank statements](#) for a longer period.

### **Pay Stubs**

When tax season rolls around, you can use your pay stubs for the year to ensure the accuracy of your W-2. After that, you can dispose of them to make room for next year's pay stubs.

If you have employees, you should hold onto [payroll records for at least four years](#).

### **Investment Paperwork**

For investments, it is a good idea to retain some of that paperwork for as long as you maintain your tax records. Some investment paperwork can be cleared out more regularly.

For example, you could dispose of quarterly statements at the end of each year.

### **Insurance Information**

You should keep paperwork on your insurance policies, such as your life insurance and medical insurance, as long as those policies are active. If all claims are resolved and you have moved to another policy, you can get rid of the old paperwork.

When you have older records to clear out, remember to dispose of them properly. Shred them at home or take them to a business that can shred sensitive documents in bulk.

Have questions about your financial strategy? Get in touch today.

***Helping clients get back to the basics of building and maintaining wealth in a tax efficient way.***



**ROI**  **FINANCIAL**  
A Registered Investment Advisor

Lance Johnson | ROI Financial Advisors, LLC  
CEO and Investment Advisor Representative  
p. 503.941.5925 e. [Lance.j.johnson@roi-fa.com](mailto:Lance.j.johnson@roi-fa.com)  
a. 14675 SW Millikan Way | Beaverton, Oregon 97003

[Facebook](#) | [Instagram](#) | [LinkedIn](#)

## DISCLAIMER

Content provided by subscription to Outbound Engine, an entity unrelated to ROI Financial Advisors, LLC. ROI Financial Advisors, LLC (dba ROI Financial) is an SEC registered investment advisor. This publication is in no way a solicitation or offer to sell securities or investment advisory services. Statistical information, quotes, charts, references to articles or any other quoted statement or statements regarding markets or other financial information is obtained from sources which we believe reliable, but we do not warrant or guarantee the timeliness or accuracy of this information. This material does not constitute a complete description of our investment services and is for informational purposes only. ROI Financial does not provide tax or legal advice however an affiliate firm ROI Tax LLC, (ROI Tax) which is a separate entity may provide tax preparation and CPA services. Please see our form ADV Part 2A at <https://adviserinfo.sec.gov/firm/summary/160100>, or visit our website at [www.roi-fa.com](http://www.roi-fa.com) for a complete description of our services. Please be advised to consult your investment adviser, attorney, or tax professional before making any investment decisions.