



Document Retention Checklist

| Record Type | Retention Period | <input checked="" type="checkbox"/> |
|--|---|-------------------------------------|
| Birth certificates, Social Security Cards, Marriage licenses, Military papers | Permanently | <input type="checkbox"/> |
| Will/Trust/Estate planning documents | Permanently | <input type="checkbox"/> |
| Records from a large transaction/inheritance | Permanently | <input type="checkbox"/> |
| Medical records (test results, immunization records, x-rays & surgical reports) | Permanently | <input type="checkbox"/> |
| Mortgage and other real estate documents (closing documents, insurance records & receipts for home improvements) | 7 years after the house is sold and taxes are paid | <input type="checkbox"/> |
| Supporting documents for non-deductible IRA/ 401(k) contributions | 3 years after the account is fully depleted | <input type="checkbox"/> |
| Tax returns and supporting data (W-2, 1099, etc) | 7 years | <input type="checkbox"/> |
| Trade confirms for stocks purchased before 2012 & bonds purchased before 2013 | 7 years after the security is sold ** | <input type="checkbox"/> |
| Bank/brokerage account Statements | 3 years* | <input type="checkbox"/> |
| Cancelled Checks | 3 years* | <input type="checkbox"/> |
| Credit Card Statements | 3 years* | <input type="checkbox"/> |
| Pay Stubs | 1 year* | <input type="checkbox"/> |
| Utility Bills | Until the next bill arrives, or until you confirm payment was processed | <input type="checkbox"/> |
| Bank withdrawal/deposit slips | Until verified online or on your next statement | <input type="checkbox"/> |
| Trade confirms for trades done after 2013 | Until verified online or on your next statement | <input type="checkbox"/> |

* Destroy immediately if available online through your bank or financial institution

** Whitegate will keep digital copies of trade confirmations for trades done during your tenure as our client, you do not need to maintain these records