MWOMACK FINANCIAL SOLUTIONS | OPTIONS WITHOUT PRESSURE

# Financial Organization Guide

A simple filing system for statements, receipts, and annual documents. The goal is retrieval in under two minutes.

## Build the Structure

- Create four top-level folders: Income, Accounts, Taxes, Protection.
- Inside each, create a folder per year.
- Use the same structure digitally and physically.
- Name files as YYYY-MM-Description.

## Weekly Routine (10 minutes)

- Photograph or download receipts you need to keep.
- File anything sitting in your inbox or on the counter.
- Check pending transactions for errors.

## Monthly Routine (30 minutes)

- Download statements for every account.
- Reconcile spending against your plan.
- Review credit card balances before statement close.
- Note anything that needs follow-up.

## Annual Routine

- Collect tax forms as they arrive in one folder.
- Review insurance coverage and beneficiaries.
- Archive the prior year and start fresh folders.
- Shred what is past its retention period.

## How Long to Keep It

- Tax returns: keep indefinitely.
- Supporting tax records: generally at least three years.
- Bank and card statements: one year unless tax-related.
- Property and investment records: until sold plus the applicable period.

Questions? Schedule a consultation at mwomackfinancial.com or call 1-844-693-7829.