



HOYT
FILIPPETTI &
MALAGHAN LLC

CPAs & BUSINESS ADVISORS

RECORD RETENTION GUIDE | INDIVIDUALS

RECORDS

- Tax Returns (uncomplicated) - **7 years**
- Tax Returns (all others) - **Permanent**
- W-2s - **7 years**
- 1099s - **7 years**
- Cancelled or Substitute Checks Supporting tax deductions - **7 years**
- Bank deposit slips - **7 years**
- Bank statements - **7 years**
- Charitable Contribution documentation - **7 years**
- Credit card statements - **7 years**
- Receipts, diaries, logs pertaining - **7 years**
- Dividend reinvestment records - **Ownership period + 7 years**
- Year-end brokerage statements - **Ownership period + 7 years**
- Mutual fund annual statements - **Ownership period + 7 years**
- Investment property purchase documents - **Ownership period + 7 years**
- Home purchase documents - **Ownership period + 7 years**
- Home improvement receipts and cancelled checks - **Ownership period + 7 years**
- Home repair receipts and cancelled checks - **Warranty period for item**
- Retirement plan annual reports - **Permanent**
- IRA annual reports - **Permanent**
- IRA nondeductible contributions (Form 8606) - **Permanent**
- Insurance Policies - **Life of Policy + 3 years** (Check with your agent. Liability for prior years can vary.)
- Divorce Documents - **Permanent**
- Loans - **Term of loans + 7 years**
- Estate planning documents - **Permanent**

CONTACT US!

www.mysticcpa.com

107 Airport Road Westerly, RI 02891

(401) 596.2000

1041 Poquonnock Road Groton, CT 06340

(860) 536.9685