

# **The ALL IMPORTANT FILE BOX!**

**What kinds of things do I need to keep in here?**

## **PERSONAL INFORMATION:**

- **Copy of Driver's license**
- **Copy of Social Security Card. (NEVER carry this!)**

## **SCHOOL INFORMATION:**

- **Receipts for tuition, payments**
- **Receipts for books, supplies**
- **All paperwork for housing, dining expenses paid**
- **Copies of any communications between the school and you**
- **Copy of ID card**

## **WORK INFORMATION:**

- **Pay stubs**
- **Communications and schedules**
- **W-2's for taxes**

## **RENTING INFORMATION:**

- **Copies of all paperwork signed for apartment/house, including the lease agreement, renter's checklist, roommate agreements, etc.**
- **Renter's insurance plan and agent phone number**
- **Listings with pictures and serial numbers of possessions, valuables in case of theft or damage. Also remember to keep receipts of valuables handy.**

## **BILLS (both PAID and WAITING TO BE PAID)**

- **Go through your mail daily, toss the junk, and file bills to be paid at least 2x's a month. Keep all receipts and copies of checks secure.**
- **If you don't need it, SHRED IT! Your account numbers or personal information should never go into the garbage can in one piece! Identity theft is big business!**

**REMEMBER!**

**If in doubt, KEEP IT!**

