



## File Name Suggestions

<b>Personal</b>	<b>Personal - continued</b>
Addresses / Birthdays / Anniversaries	Resume
Automobile (Maintenance / Repairs / Insurance / Lease)	Retirement
Beauty	Safety Deposit Box (Contents / Bills)
Certificates (Birth / Church / Death / Marriage)	Stamps, postal
Charity (Receipts / Newsletters / Donation Record)	Taxes (Deductions / Receipts / Real Estate Taxes / Mortgage / Charitable Donations / Business Expenses...
Child care	Telephone (Cell / Regular / Long Distance)
Children (Files for each child with sub-categories)	Travel Ideas
Church (Donations / Ordinances / Addresses)	Trusts
Committee information	Warranties – household
Crafts (Needlework / Wood / Painting / Scrap booking / etc.)	
Education	<b>Office Documents</b>
Employment/Resumes	Accounting/ Bookkeeping
Entertaining	Advertising Published
Entertainment / Recreation	Bank Statements
Estate Information (Wills / Living Will / Funeral Info / Power of Attorney / Medical / Insurance / Trust Info)	Banking Information/Contacts
Family History	Brochure development
Financial (Budget / Credit card receipts / Credit cards / Stocks-Bonds-Mutual Funds / Bank Information / Stockbrokers/ Savings / Income / Capital Gains)	Business Plans
Health / Exercise	Employee Reviews
Hobbies (Personalized sub-categories)	Employment Agreements
Holiday / Gifts	Employment Contracts
Home maintenance	Employment Forms
Home ideas	Expense Reports
Household Inventory	Financial Statements
Humor / Cartoons	Government Communications
Insurance (Life / Home / Medical)	Government - HST
Investments	Government - Payroll Deductions
Legal	Income
Maps	Internet Provider / Domains
Medical (Doctor / Dental / Vision / Prescriptions / Insurance / Claims to-be-submitted / Claims submitted)	Loans
Memberships	Mailing lists
Nutrition / Diet	Marketing
Personal Information	Newsletter Ideas
Pets	Proposals
Real Estate	Tax Information – Notice of Assessment, T4's, Tax Receipts
Recipes (with sub-categories)	Warranties – office equipment



## File Name Suggestions

<b>Expenses</b>	<b>Expenses – continued</b>
Advertising	Office Supplies
Cellular	Parking & Tolls
Certificates	Postage Meter
Computer Lease	Procedure Manuals
Conferences	Professional Services
Courier	Samples / Research
Credit Card	Seminar Outlines
Dues & Subscriptions	Utilities
Equipment	
Expense Reports	
Meals & Entertainment	

### The benefit of a well organized filing system:

When you organize your filing system into clearly defined areas: office documents, expenses, and household, you will be able to **retrieve your information quickly and easily**.

### Fully functional year after year

You can label your hanging folders and use subfolders for your annual expenses. At tax time, you can simply remove the subfolders pertaining to that specific year, complete your calculations and insert new subfolders for the coming year.