

LS Wealth Strategies LLC



Bill Saplicki and Woody Levinson are Registered Representatives offering securities through First Allied Securities, Inc., a Registered Broker/Dealer, Member FINRA/SIPC. Advisory services offered through First Allied Advisory Services, Inc., a Registered Investment Advisor.

14755 Preston Road Suite 823
Dallas, TX 75254
972-702-6080
www.lswealthstrategies.com



Contact Our Executive Administrative Assistants

CONTACT JESSICA

Jessica Scott can be reached at (972) 762-5135 or at jessica@ls-ws.com to set up an appointment, for online access or to answer any question.

CONTACT DEBBIE

Debbie Hall can be reached at (972) 702-6088 or at debbie@ls-ws.com for account services, client support or to answer any question.

To Keep or Not To Keep

What to keep, where to store and when to shred?

Every household needs a plan for managing financial records and keeping personal information secure. How do you know what to keep, toss or shred and when? While we can't tell you exactly when it's safe to throw away financial documents, we can give you some guidance.

Whatever your preferred method, be sure records are stored safely and only accessible to appropriate parties.

<p>HOW TO STORE? Storage methods vary from locked fireproof filing cabinets, a fire and burglar resistant safe to secure flash or hard drives. Once you've selected your preferred storage methods, inform only immediate family or your power of attorney.</p>	<p>HOW TO DESTROY? Any computer, document or flash drive with personal identifying information must be destructed of properly. Consider a shredding facility or cross-cut shredder, physically destroy flash drives and be sure to wipe computers hard drives and smart technology data.</p>	<p>HOW TO SHARE? Permanent copies of your sensitive documents and records should only be accessible to appropriate parties. Be careful when sharing sensitive identity documents (e.g. Birth Certificate) and ensure that you only share with a legitimate institution for identity verification purposes.</p>
--	---	---

Tax, Financial & Investment	Timing	Give Copies to
Tax Records	7 years from filing date ¹	CPA
Loan Agreement	Until loan payments complete	Lending Institution
Insurance Policies	1 year after replacing	Financial Advisor / Beneficiary
Annuity Contracts	Annuity paid out	Financial Advisor
Home Purchase/Improvements ²	Throughout ownership & 3 years after home sale	
Pension Plan Documents	Never discard	Financial Advisor
Social Security Statement	Until new arrives	Financial Advisor
Bank Statements / Cancelled Checks	1 year	
Credit Card Statements	Check transactions monthly, destruct when paid	
Identity	Timing	Give Copies To
Birth Certificate	Never Discard	
Social Security Card	Never Discard	
Passport	Never Discard	
Marriage Certificate	Never Discard	Spouse
Citizenship/Naturalization papers	Never Discard	Executor
Adoption/Guardianship Papers	Never Discard	Executor, attorney
Diplomas	Never Discard	
Divorce Decree	Never Discard	Attorney
Cemetery Deed	Never Discard	Executor
Deed Certificate	Never Discard	Executor
Military Discharge/Veteran's Papers	Never Discard	
Medical	Timing	Give Copies To
Health/Immunization Records	Never Discard	Doctor
Power of Attorney	Never signed	Doctor, heir
Prescriptions	After fulfillment destroy label	Never share
Medical Directive	New one signed	Doctor, heir
Miscellaneous	Timing	Give Copies To
Employment Contract	Job transition	
Letter of Last Instruction	Keep newest version	Executor, Heir
Receipts (items under warranty)	Warranty expires	
Receipts (expensive items)	Items sold, gifted or donated	
Vehicle Registration	Until new arrives	
Retirement Plan Benefits	Never Discard	Financial Advisor
Trusts	New signed	Executor, heir
Wills	New signed	Executor, heir
Lawsuits	Never Discard	Attorney

1 - Keep any income or supporting documentation with tax records regardless of destruction timing
2 - Property deeds, appraisals, surveys, title policies, blueprints, photographs, loan papers, receipts, etc.