



Residential File Index

Use these examples to create your own filing system.

Banking/Investments

Name of each financial company
401K
529 college fund

Credit Cards

Bank
Other - (store name)
Credit reports

(Year) Tax Records

Charitable Contributions
Items to take to accountant

Warranties/Manuals

Home- items that stay if you sell
Computer/Peripherals
Electronics
Household-Large appliances
Household-Small appliances
Kitchen
Kids Toys/Bikes
Outdoors/Garage

Paid Bills

Utilities

Cable
Electric company
Gas company
Phone
Water/Sewer

Receipts

Clothing
Big ticket items
Prescriptions
Other

Medical Records

Individual family member names
or by Doctor's name

Insurance (Policy & Paid Receipts)

Auto
Dental
Health
Life
Umbrella Policy

Children

Boy/Girl Scouts/Other activities
Daycare
School
Sports

Bills to Pay

Personal

Awards/Certificates
Books to read
Funny/Jokes/Quotes
Inspiration
Keepsake
Photos
Resume
Stationary/Stickers

Address Labels/Stamps

Home

Maintenance
Mortgage Information

Other Properties

Rental Homes
Vacation Homes

Contractors

FORTE Organizers
Lawn Care
Pest Control

Auto

Loans
Vehicle Info & Maintenance

Social Security Statements

Organizations/Clubs/Groups

Church/Synagogue

Passwords

Addresses/Phone Numbers

Recreational Vehicles

Camper
Watercraft

Meetings

PTO
Boosters

Coaching

Pet Records

Hobby/Crafts

Gardening
Sewing

Catalogs

Holidays

Exercise/Nutrition

Party Planning

Vacation Destinations

Recipes

Appetizer
Soup
Salad
Main
Sides
Breads
Desserts
Beverages

Greeting Cards - New

Birthday
Blank
Congratulations
Get Well
Sympathy
Thank You

Employer

Benefits
Pay Stubs

***Home Business Categories**

Banking

Clients

Active
Past

Contracts

Expense Receipts

Forms

Legal

Marketing

Meetings

Research/Development

Vendors/Suppliers