

Records Retention Guide for Private Clients

- Families with Multigenerational Wealth
- Executives & Corporate Officers
- Entrepreneurs & Business Owners

With over 20 years of experience serving multi-generational families, Keiter's Private Client Services team provides personalized tax and wealth planning solutions.

Recognizing that every client is unique, we take a holistic approach to develop tailored strategies and collaborate closely with your trusted advisors to support your overall financial goals.



Click or scan the QR code to receive monthly tax & accounting insights.

It is important to keep your records in case of an IRS audit or other examination. The retention periods below are intended as a guideline for individuals only. If you have questions about destroying any tax or accounting records, please contact your Keiter Opportunity Advisor or other tax advisor.

- 1 Year**
- Bank statements
 - Cancelled checks
 - Credit card statements
 - Pay stubs

- 7 Years**
- Tax returns
 - Supporting tax documents
 - W-2 forms
 - 1099s
 - Receipts and expense records used for tax return

Lifetime of Asset Ownership +

- 7 Years**
- Property records
 - Investment records
 - House deed
 - Mortgage loan agreement
 - Car title
 - Car lease loan agreement
 - IRA
 - 401(k)
 - Retirement distributions

R **Replace with Updated Document**

- Credit report
- Insurance policies
- Passports
- Property tax assessment
- Social security statements
- Vehicle registrations
- Warranties
- Wills

P **ermanently**

- Adoption papers
- Birth certificates
- Death certificates
- Diplomas
- Divorce decrees
- Estate or gift tax records
- Lawsuits
- Marriage certificates
- Military papers
- Medical records
- School transcripts
- Social security cards

Sources:

[U.S. Chamber of Commerce](#)
[IRS](#)
[USA TODAY](#)