



PAPER SHRED EVENT



*Moving? Working from Home? Organizing?
Cleaning out the office?*

Protect your identity and shred that unwanted paper **ONSITE!!**

When: Saturday, 11.7.20 | 9:00 a.m. – Noon

Where: McNicholas High School parking lot
6536 Beechmont Ave. Cincinnati, Ohio 45230

Cost: \$20.00 (cash only) per vehicle –
max. 5 bankers boxes/average size trash bags per vehicle

What you can shred: Paper, Staples, binders, rubber bands, binder clips, paper clips and hanging file folders, notebooks

What you Can NOT shred: Batteries, metal items, hard drives, computers, electronics, plastic bottles, glass, perishable items, food, and liquids.

In order to follow COVID safety procedures:

- Please place all containers in your trunk or back hatch. A volunteer will remove the containers for you.
- Please wear a mask or facial covering.
- Please remain in your car at all times.

Shredding

Are you wondering what to keep and what to shred? Check out the experts' advice!

When should I shred it?

Immediately

- Sales receipts
- ATM receipts
- Paid credit card statements
- Paid utility bills
- Credit offers
- Cancelled checks (not tax-related)
- Expired warranties

Up to 1 year

- Pay stubs
- Bank statements
- Paid, undisputed medical bills

After 7 years

- Tax-related receipts
- Tax-related cancelled checks W-2s
- Records for tax deductions

It depends . . .

- Auto titles
Keep as long as you own the vehicle
- Home deeds
Keep as long as you own the property
- Disputed medical bills
Keep until the issue is resolved
- Home improvement receipts
Keep until you sell your home and pay any capital gains taxes

Keep Forever

- Birth certificates
- Social Security cards
- Marriage or divorce decrees
- Citizenship papers
- Adoption papers
- Death certificates
- Tax returns

Federal Trade Commission | FTC.gov | April 2015



All proceeds benefit McNicholas Athletic Programs