

Recommended Guidelines:

Limit three disposable containers per household. Please do not tie or tape containers.

For confidential papers. Newspapers, magazines, etc, do not need shredding. Please dispose of these materials in regular recycling.

Drive up, drop off event. ENTER LIBRARY ALLEY FROM 20th STREET SIDE. Turn into library lot from alley, drive up to truck and stay in your car. A volunteer will collect your boxes. Exit library lot onto 4th Avenue one way, turning LEFT.

Material is bulk shredded by full bin. Due to traffic and volume, you won't be able to watch your material be shredded.

Expired credit cards, unused checks, unwanted credit card offers, credit card receipts and statements: Keep a receipt if you're disputing a bill or to cover a warranty or return period on an item. Keep the statements for 7 years if they contain tax-related expenses.

Paycheck stubs: Make sure the information on your paycheck stubs matches your annual W-2, then shred the stubs.

Bank records: Annually review and keep those related to taxes, business expenses and housing or mortgage payments.

Tax records: keep a copy of all 1040 tax forms for 7 years. Please consult your tax advisor for specific tax advice.

309-732-READ (7323)

**Thursday, Sept 24th, 9:30 to 11:30 am,
Downtown Library parking lot.**

No cost or obligation to attend—Open to anyone.

Shred-it is NAID Certified for mobile document destruction.



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