



TIPS FOR MANAGING PAPER

Stop Paper at the Door

- Follow this link to remove your name from junk mail lists:
 - https://www.dmachoice.org/MPS/mps_consumer_description.php
- Follow this link to reduce the number of credit card offers you receive:
 - <https://www.optoutprescreen.com/?rf=t>

Protect Your Electronic Documents

- Backup your hard drive regularly or follow this link for an online backup service:
 - <http://carbonite.com/>
- Reduce the amount of junk e-mail (SPAM) you receive by using a spam blocker program. To file a spam report with the FTC, follow this link:
 - <http://www.ftc.gov/spam/>

Keep Only What's Needed

- Don't stuff your file drawers with unnecessary papers. Follow this link to see what you should keep and what you can toss:
 - <http://www.irs.gov/businesses/small/article/0,,id=98513,00.html>

Prevent Identity Theft

- Invest in a good cross cut shredder and follow this link for a list of the top twenty items you should always shred:
 - http://www.fellowes.com/Fellowes/site/workspace/workspace_article_identity_6.aspx
- Order a free credit report three times a year, once from each of the national credit reporting companies. Follow this link to learn more about your rights:
 - <http://www.ftc.gov/freereports>
- And follow this link to get your free credit reports:
 - <http://www.annualcreditreport.com>