

## DOCUMENT SHREDDING

Not sure what to keep or what to shred? Please review our *Record and Document Retention* information on our [website](#) under Helpful Links/Tools – Client Forms. The Federal Trade Commission also has a [Shredding Guide](#) on their website that you may find helpful. Keep in mind that shredding information with your personal information on it is one way to help reduce [Identity Theft](#).

We are also happy to shred your documents for you. If you would like to bring the documents to us for shredding, please:

- Remove any paper clips (staples are ok).
- Documents that have no personal information do not need to be shredded
- Personal information includes (but not limited to):
  - Name
  - Address
  - Social security number
  - Date of birth
  - Account numbers and information

Bring documents to be shredded to your next appointment or stop by if you're in the area. If you have any questions, please give us a call at (262)784-9690.