

Documents:

What to Discard, What to File and for How Long

We are all flooded with bills and reports: some throw out the bills at once and others, after they have been paid, file them all and organise them. It is also recommended to scan them on a home-scanner into the computer, and even, if possible, to save them on a disk or in the memory. That way, one can add to them.

1. Wage slips: **Keep for 2yrs.**

May be discarded, only if there is a Form 106 for those years.

2. Form 106: **Keep indefinitely.**

This is proof of duration of employment, earnings, accumulated income and that you have paid Social Security (Bituah Leumi). It can be used as a report to the Income Tax if requested. Form 106 is required if you should apply for a Refund of Tax.

3. Life Insurance, Medical and Nursing Insurance, Reports from Pension Fund. **Keep indefinitely.**

It is worth keeping the reports from all the years. Proof of payment of premiums is required if there should be differences of opinions about an Insurance Claim.

4. Bills for Cellular Phones, Electricity, Gas, Cable/Satellite TV, Internet.

Keep for a year.

For follow-up and as proof of payment should there be differences of opinion with the Provider of the Services. Also for month by month comparison and comparative analysis if there should be a sharp change in the amount of the bill.

5. Municipal Rates (Arnona). **Keep for 7 years.**

If there should be a mistake in the charge for Rates, one can demand a refund for the previous seven years.

6. Kupat Holim (Health Fund) Annual Report.

It is sufficient to **keep the last one.**

7. Medical Documentation. **Keep indefinitely.**

It is recommended to keep all medical documents and test results.

8. Traffic Fines. **Keep for 7 years.**

Keep as a proof that you have paid them. After seven years, the Law of Limitation cancels any offence.

9. Parking Fines. **Keep for 3 years and 3 months.**

Keep as a proof of payment. After 3yrs and 3mths have passed from the date of the notice of the fine/demand for payment/last reminder, the Law of Limitation applies.

10. Guarantee Documents. **Keep for as long as the Guarantee is in effect.**

It is recommended to have a special file for Guarantee Forms (also for accounts that have been paid, etc) and it is important to attach the Purchase Invoice to the Guarantee Form.

11. Reports of Credit Card Purchases. **Keep for 3 months.**

In order to check your spending on purchases and to make sure that all the items belong to you. For this purpose, it is recommended to keep all your credit receipts in one place and/or record them in a note-book or on computer (Excel Programme).

12. Savings Schemes, Mutual Funds (Kupot Gemel), Further Education Funds (Karnot Hishtalmut). **Keep until scheme paid out.**

It is sufficient to keep the last report for follow-up and as a proof, in the event that there should be any differences of opinion with the Bank.

13. Bank Loans, Mortgage, Loans from a Credit Company. **Keep until the Loan etc has been repaid.** It is sufficient to keep the last Report.

14. Document on Opening a Bank Account. **Keep as long as the Account is active.**

15. Ordering Form for a Credit Card. **Keep for as long as the Card is Active.**

If you cancel a Card, keep the Form for another year, in case they continue to debit you by mistake.

16. Agreement to subscribe to a Cable or Satellite Company. **Keep as long as the Agreement is in effect.**

If you transfer to another Company, keep the document for another year, in case they continue to debit you by mistake.

17. Agreement with an Internet Server. **Keep as long as you are connected to that Server.**

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If you transfer to another Server, keep the Agreement and Cancellation Document for another year in case they continue to debit you by mistake.

18. Agreement with a Provider of Cellular Services. **Keep for as long as you are connected to that Provider.**

If you transfer to another Provider, keep the Agreement and the Cancellation Document for another year in case they continue to debit you by mistake.

19. Contract with your Place of Work. **Keep indefinitely.**

In the contract will be paragraphs concerned with sums put aside for Pension purposes. The Contract will serve as a Legal Basis in the event of differences of opinion.

20. Agreement to joining a Pension Fund. **Keep indefinitely.**

21. Agreement to joining a Managerial Insurance Pension Fund (Bituah Menahalim). **Keep indefinitely.**

22. Agreement for Renting Accommodation. **Keep Receipts for rented items,** if there should be any. To make a note in the Rental Contract what items are rented.



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