

Bill Paying Checklist

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- ☐ Paying Your Bills
 - ☐ Select a date to pay your bills: weekly, bimonthly or monthly
 - ☐ Block this time off on your calendar.
 - ☐ Don't postpone bill paying.
 - ☐ Pick a space for bill paying where you won't be disturbed.
 - ☐ Sort your papers into piles: banking, bills to pay, cash register and credit card receipts and other statements.
 - ☐ Keep your pending bills together, in one designated area.
 - ☐ Store receipts and invoices in chronological order.
 - ☐ Record your paid bills.
 - ☐ Immediately store paid invoices and receipts.
 - ☐ Organize your cancelled checks and checking account statements.
 - ☐ Prepare envelopes for recurring bills beforehand.
 - ☐ If you're paying your bills manually, you may consider purchasing inexpensive, money management software.