

# 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.