Bill Paying Checklist

Created: 12/28/2011

# Tasks:

☐ **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.**