



## Shred-For Your Identity's Sake

### Shredders Help Prevent Identity Theft

The National Crime Prevention Council (NCPC) offers tips on how to prevent identity theft. Thieves can't steal what they can't read! One of the most important steps you can take in preventing identity theft is to properly dispose of personal information so it doesn't end up in the wrong hands.

Experts agree that the best way to dispose of documents that contain your personal information is to shred them. Industry leaders strongly recommend using a cross-cut shredder. Unlike strip-cut models in which the pieces can potentially be put back together, cross-cut or confetti-cut machines produce smaller pieces that are more difficult to reassemble.

### Shred This-Recommended Top 20

It's not difficult to determine what you should shred. Essentially, any document containing information that you don't want others to have should be shredded. People who buy their first shredder are surprised as they often end up shredding twice as much as they expected. It's a simple step that goes a long way toward securing your information. Here's a brief list of documents that should be shredded:

1. Obsolete financial records, including loan applications
2. Pre-approved credit card applications
3. Personal medical records or physician statements
4. Correspondence and tax preparation worksheets
5. Receipts for purchases
6. Bank statements
7. ATM receipts
8. Credit card statements
9. Cancelled checks
10. Mail and old records
11. Utility bills
12. Credit card charges
13. Insurance forms
14. Investment transactions
15. Expired charge cards
16. Mailing labels from magazines
17. Pay stubs
18. Old driver's licenses or passports
19. Expired insurance and membership cards
20. Any documents that may contain Social Security numbers, birth dates, your mother's maiden name and any account numbers or online passwords.

**Coulee Bank Customers have the added benefit of using our shred bins for disposal of their personal documents.**