

# Heartland Community Credit Union

## SHREDDING EVENT



Saturday, October 22nd, 2011  
9:00 a.m. – 12:00 p.m.



**406 E. Bannister Rd. KC, MO 64131**

Up to 10 boxes or box equivalents will be shredded for **no charge**.  
Secure electronics recycling or hard drive destruction for a small fee.

*(NOTE – If you would like to make a donation to HCCU's scholarship fund, you are welcome to do so, but it is not required. This is a free event for our members)*

### **We'll also offer e-recycling services that day:**

Electronic Destruction, Recycling and Re-Use: Computers, hard drives, back up tapes, printers and copiers. Pro Shred ensures that all data on these devices is securely destroyed. And nothing goes to the landfill!

#### Pricing for e-Recycling Service:

- CPUs, Laptops, Accessories No Charge
- Desktop Printers/Scanners \$6
- Large Printers \$10
- Computer Monitors \$10
- TVs 19" or less \$10    20-27" \$15    27"+ \$15    Console TVs \$30

For more information please contact: PROSHRED 913-327-8889 or [www.proshred.com](http://www.proshred.com)

Or HCCU 816-363-2223 or email us at [hccu@sprintmail.com](mailto:hccu@sprintmail.com)

**PROSHRED**<sup>®</sup> is a locally owned and nationally supported company specializing in secure mobile document destruction. Our clients can be rest assured that their most sensitive and proprietary materials are destroyed onsite in our state-of-the-art shredding vehicles...prior to leaving their facility. Business, home-office and residential clients have entrusted **PROSHRED**<sup>®</sup> to maintain their information security, legislative compliance and personal and professional privacy for over 23 years.



## Keep or Shred Suggestions:

- **Tax returns:** The IRS has three years to challenge information in your tax return and six years to conduct an audit based on unreported income. Keep tax returns and supporting records, such as W-2s and 1099s, for at least seven years in a secure place, such as a lock-box.
- **Investment statements for taxable accounts:** Most brokerage firms and mutual fund companies send annual statements summarizing the year's transactions. Once you have these, you should shred your monthly and/or quarterly statements with a confetti-cut shredder.
- **Bank statements:** Keep statements that back up information on your tax returns for up to seven years. Other bank statements can be shredded after reviewing for errors or unauthorized charges.
- **Credit card statements:** Keep statements for major purchases, like jewelry or large appliances in case the statements are needed for warranty documentation. If you put charitable contributions on your credit card, keep the statement for your tax records. Other monthly statements can be shredded once you've reviewed them for errors or unauthorized purchases.
- **Unsolicited, Pre-approved credit applications:** Unless you plan to take the offer, shred these documents.
- **Pay stubs:** While many people recommend saving these, it's really a mistake. Pay stubs contain everything an identity thief needs to open an account. Keep three months of history only if you are planning to apply for a mortgage.
- **ATM receipts:** Shred all receipts after you check your bank statement for errors or unauthorized charges.
- **Canceled checks :** Unless they are needed for tax returns or other documentation purposes, canceled checks should be destroyed after one year.
- **Retirement plan contributions:** Keep records of contributions to non-deductible individual retirement accounts, such as a Roth IRA, indefinitely. Without them, you may find yourself paying taxes again when the money is withdrawn. Some financial institutions keep records of IRA contributions, but it's best not to count on it.
- **Insurance policies, wills and other legal documents:** These documents should be kept indefinitely in a secure place, such as a lock-box.