Personal Information

Checklist

# Taxes

[ ]  Tax Returns

[ ]  W-2’s/Tax Forms

[ ]  Receipts

# Receipts and Warranties

[ ]  Receipts for important purchases

[ ]  Home Related Receipts (i.e. new A.C. system, septic tank, or other receipts.)

[ ]  Product Warranties

# Professional INformation

[ ]  Resume & Cover Letter

[ ]  Complete Work History with Dates and Addresses

[ ]  Reference List and Letters

# Personal Mementos

[ ]  Certificates & Awards

[ ]  Photos of Significance (Thumb Drives, Physical Copies, or other)

[ ]  Cards/Letters