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