

PERSONAL INFORMATION CHECKLIST

5. TAXES

- Tax Returns
- W-2's/Tax Forms
- Receipts

6. RECEIPTS AND WARRANTIES

- Receipts for important purchases
- Home Related Receipts (i.e. new A.C. system, septic tank, or other receipts.)
- Product Warranties

7. PROFESSIONAL INFORMATION

- Resume & Cover Letter
- Complete Work History with Dates and Addresses
- Reference List and Letters

8. PERSONAL MEMENTOS

- Certificates & Awards
- Photos of Significance (Thumb Drives, Physical Copies, or other)
- Cards/Letters