

Bill Paying Checklist

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- Paying Your Bills
 - Select a date to pay your bills: weekly, bimonthly or monthly
 - Block this time off on your calendar.
 - Don't postpone bill paying.
 - Pick a space for bill paying where you won't be disturbed.
 - Sort your papers into piles: banking, bills to pay, cash register and credit card receipts and other statements.
 - Keep your pending bills together, in one designated area.
 - Store receipts and invoices in chronological order.
 - Record your paid bills.
 - Immediately store paid invoices and receipts.
 - Organize your cancelled checks and checking account statements.
 - Prepare envelopes for recurring bills beforehand.
 - If you're paying your bills manually, you may consider purchasing inexpensive, money management software.