

WHICH FINANCIAL DOCUMENTS SHOULD YOU KEEP ON FILE?

You might be surprised how many people have financial documents scattered all over the house - on the kitchen table, underneath old newspapers, in the hall closet, in the basement. If this describes your financial "filing system", you may have a tough time keeping tabs on your financial life.

Organization will help you, your advisors ... and even your heirs. If you've got a meeting scheduled with an accountant, financial consultant, mortgage lender or insurance agent, spare yourself a last-minute scavenger hunt. Take an hour or two to put things in good order. If nothing else, do it for your heirs. When you pass, they will be contending with emotions and won't want to search through your house for this or that piece of paper. One large file cabinet may suffice. You might prefer a few storage boxes, or stackable units sold at your local big-box retailer. Whatever you choose, here is what should go inside:

Investment statements. Organize them by type: IRA statements, 401(k) statements, mutual fund statements. The annual statements are the ones that really matter; you may decide to forego filing the quarterlies or monthlies.

When it comes to your IRA or 401(k), is it wise to retain your Form 8606s (which report nondeductible contributions to traditional IRAs), your Form 5498s (the "Fair Market Value Information" statements that your IRA custodian sends you each May), and your Form 1099-Rs (which report IRA income distributions).

1. In addition, you will want to retain any record of your original investment in a fund or a stock. (This will help you determine capital gains or losses. Your annual statement will show you the dividend or capital gains distribution.)

Credit Union statements. If you have any fear of being audited, keep the last three years worth of them on file. You may question whether the paper trail has to be that long, but under certain circumstances (lawsuit, divorce, past debts) it may be wise to keep more than three years of statements on file.

Credit card statements. These are less necessary to have around than many people think, but you might want to keep any statements detailing tax-related purchases for up to seven years.

Mortgage documents, mortgage statements and HELOC statements. As a rule, keep mortgage statements for the ownership period of the property plus seven years. As for your mortgage documents, you may wish to keep them for the ownership period of the property plus ten years (though your county recorder's office likely has copies).

Your annual Social Security benefits statement. Keep the most recent one, as it shows your earnings record from the day you started working. Please note, however: if you see an error, you will want to have your W-2 or tax return for the particular year on hand to help Social Security correct it.



SIU CU Investment Services

Federal and state tax returns. The IRS wants you to hang onto your returns until the period of limitations runs out - that is, the time frame in which you can claim a credit or refund. The standard IRS audit looks at your past three years of federal tax records. So you need to keep three years of federal (and state) tax records on hand, and up to seven years to be really safe. Tax records pertaining to real property or "real assets" should be kept for as long as you own the asset (and for at least seven years after you sell, exchange or liquidate it).

Payroll statements. What if you own a business or are self-employed? Retain your payroll statements for seven years or longer, just in case the IRS comes knocking.

Employee benefits statements. Does your company issue these to you annually or quarterly?

Keep at least the most recent year-end statement on file.

Life, disability, health, auto, home ... you want the policies on file, and you want policy information on hand for the life of the policy plus three years.

Medical records and health insurance. The consensus says you should keep these documents around for five

years after the surgery or the end of treatment. If you think you can claim medical expenses on your federal return, keep them for seven years.

Warranties. You only need them until they expire. When they expire, toss them.

Utility bills. Do you need to keep these around for more than a month? No, you really don't. Check last month's statement against this month's, then get rid of last month's bill.

If this seems like too much paper to file, buy a sheet-fed scanner. If you want to get really sophisticated, you can buy one of these and use it to put financial records on your computer. You might want to have the hard copies on file just in case your hard drive and/or your flash drive go awry.

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Citations
1 - kiplinger.com/columns/ask/archive/2004/q0206.htm [2/6/04]
2 - ssa.gov/mystatement/currentstatement.pdf [1/10]
3 - irs.gov/businesses/small/article/0,,id=98513,00.html [4/8/08]



LOBBY HOURS & LOCATIONS

1217 West Main St.
Carbondale, IL
Mon-Thurs 9:00-5:00
Friday 9:00-6:00
Phone: 618-457-3595

395 N. Giant City Rd.
Carbondale, IL
Mon-Thurs 9:00-5:00
Friday 9:00-6:00
Saturday 9:00-1:00
Phone: 618-457-3595

2809 Outer Drive
Marion, IL
Mon-Thurs 9:00-5:00
Friday 9:00-6:00
Saturday 9:00-1:00
Phone: 618-993-5244

704 East 5th St. Suite 1
Metropolis, IL
Mon-Friday 9:00-5:00
Phone: 618-524-8773

Mailing Address
P.O. Box 2888
Carbondale, IL 62902

Direct Line
618-549-3636
800-449-7301

Q-Phone
800-455-0169

HOLIDAY OBSERVANCES

SIU Credit Union will be closed on the following holidays.

January 17 -- Martin Luther King, Jr. Day
February 21 -- President's Day



SIUCREDITUNION
CU REVIEW

WELCOME USP MARION EMPLOYEES CU MEMBERS

On November 30, United States Penitentiary Marion Employees Credit Union merged with SIU Credit Union.

The credit union board of directors and staff are pleased to offer a full range of financial products and services to them and we look forward to serving their financial needs.

The federally chartered USP Marion CU opened in 1963 and primarily served prison employees from an on-site office at the prison.

Its manager, Laura Johns, has retired after serving over 35 years.

START SAVING FOR THE HOLIDAYS

We know, the holidays just ended, but it's never too early to start saving. By opening a Holiday Club account you can make small deposits all year long. And those deposits can really add up!

You will earn interest on your club account, and it matures September 30. The money you save will be automatically transferred into your membership share account in early October.

To open an account visit Member Services at any location or give us a call for more information.

Business Services
from **SIU Credit Union**

Whatever you envision for your business, SIU Credit Union can help you reach your goals.

If you are looking to expand and need a **Business Loan** or you're looking for a **Business Deposit Account** that has the features to help you succeed, we can help.

Does your business have the **key?**



We consider it **our privilege to help your business succeed,** with exceptional professional service, fast approvals, and excellent rates and fees.



Phone: 618-457-3595 Toll Free: 800-449-7301 Web Site: www.siucu.org

Business loans include:
Business Line of Credit
Non Owner/Owner occupied investment real-estate
Commercial/Construction real-estate
SBA (Small Business Administration) Loan Programs
Commercial vehicles and equipment

Business deposit accounts include:
Free Online Bill Pay
Free Online Banking
Account Analysis
Merchant Services

Contact Angela Williams-Barke for your business lending needs. 549-8631

ONLINE BANKING, Q-PHONE FAQs

For a complete list of online banking / Q-phone FAQs, visit:
<http://www.siucu.org/online-services/faq-online-banking.htm>

friendly. Online Banking was upgraded in order to offer our members new features and functionality and to position the Credit Union to be able to accommodate the account security compliance requirements we are mandated to adhere to.

Why do I have to enter a Secure Access Code each time?

Remember secret questions and digital certificates? They're gone. Instead, starting in January, members will use a process very similar to the "Forgot Password" process to get a Secure Access Code and use it to "register" the private computers they log on with. This is required Multi-Factor Authentication functionality SIUCU is regulated to provide.

Do you log on from public computers? You'll want to have a mobile phone number or webmail address on file, since you'll have to use the six-digit Secure Access Code to log on every time from those machines.

My secure access code isn't working. This feature was not activated fully on day one in

order to ease the migration authentication process for our members. Implementation for all users is currently scheduled for January. You will be required to authenticate your Login ID and password by having a secure access code delivered to you by 1) a phone call to a registered phone number, 2) a text message to a registered phone number, or 3) an e-mail to a registered e-mail address.

Why or when would I register my computer?

Browser / computer registration is one of our new online banking security features. You will be asked to register your browser the first time you log into our new online banking system from any browser not previously registered. You may register as many computers / browsers as needed.

We give you the option to register your computer so you will not have to enter a secure access code every time you log in. If you are at a public computer, you should not register

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Join our Fan Sites

You can now join SIUCU Credit Union on

Twitter and Facebook. Become a fan of



SIUCU Credit Union
and Smart Young

Investors on Facebook and follow SIUCU



Credit Union on
Twitter. We post

regular updates and news about what's

happening at your credit union.

Membership Meeting

You're invited to the 73rd Annual
Membership Meeting at 5:15 p.m.
on Tuesday, March 15 at 395 N.

Giant City Road, Carbondale.

Members will learn about the
progress of the credit union and
the board of directors will be
elected.

Mobile CU Website

A mobile version of our website
has been developed to be
viewed on cellular phones with
internet connections. Visit
www.siucu.org/mobile. On this site
you can find ATM locations, best
rates, hours and locations and
login to your online banking
account.

CU REVIEW

SCHEDULE OF FEES AND CHARGES

Minimum Balance Fees

Jr. Executives Share	\$2.00 per month
Smart Young Investors Share	\$2.00 per month
Premier Now Account	\$10.00 per month
Membership Share Savings Account	\$5.00 per month
Custom Daily Share Savings Account	\$5.00 per month
Custom Market Account	\$10.00 per month
Basic Checking Account	\$5.00 per month

Excess Withdrawal Fees

Membership Share Savings Account	\$5.00 per withdrawal
Custom Daily Share Savings Account	\$5.00 per withdrawal
Special Share Savings Account	\$5.00 per withdrawal
Bailey Bobcat Club Account	\$5.00 per withdrawal
Holiday Savings Account	\$5.00 per withdrawal
Custom Market Account	\$5.00 per withdrawal
Jr. Executives Share	\$5.00 per withdrawal
Smart Young Investors Share	\$5.00 per withdrawal

Electronic Funds Transfers Fees & Charges

ATM Card Issuance Fee	\$10.00
ATM/Check Card Replacement Card Fee	\$10.00 per card
Stop payment Fee (ACH item)	\$15.00 per item
Foreign ATM PIN Based Transaction Fee	\$1.50 per transaction
PIN Number Change	\$2.00
ATM/Check Card Reinstatement	\$25.00
POS PIN Based Transaction Fee	\$1.00 per transaction

Service Charges

Fresh Start Checking	\$5.00 per month
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General Fees & Charges

Outgoing ACH Setup	\$3.00
Check Printing Charge	varies
Counter Check Fee	\$.50 each
Money Order Fee*	\$2.00 each
Cashier's Check Fee*	\$3.00 each
Check Cashing Fee (non-member)	\$5.00
Non-Member Converting Check to Cashiers Check	\$5.00
VISA Prepaid Travel Money Card	\$5.00 for initial load
Overdraft Transfer Fee (after 3)	\$2.00 per re-load
Insufficient Funds Fee	\$1.00
Paid Overdraft Fee	\$27.00 per item
Account Activity Fee	\$27.00 per item
Account Research Fee	\$2.00 per print out
Privilege Pay	\$20.00/hour
Privilege Pay Re-Installment	\$27.00
Account Balancing Assistance Fee	\$25.00
Empty ATM Envelope	\$20.00/hour
Statement Copy Fee	\$10.00
Check Copy Fee	\$2.00 per statement
Stop Payment Fee	\$2.00 per check
Membership Closure Fee (within 6 months)	\$20.00 per item
Domestic Wire Transfer Fee	\$20.00
Outgoing	\$15.00 per item
Incoming	\$5.00 per item
Foreign Wire Transfer Fee	\$5.00 per item
Outgoing	\$45.00 per item plus costs
Incoming	\$5.00 per item
Collection Item Fee	\$5.00 per item
Outgoing	\$15.00 plus costs
International Draft Fee	\$25.00 per item
Bad Address Fee	\$5.00 per month
Levy Processing Fee	\$50.00 per levy
Non-Wage Garnishment Processing Fee	\$50.00 per garnishment
Other IRS Processing Fee	\$50.00 per item
Signature Guarantee Fee	\$10.00 per guarantee
Subordination Agreement Fee	\$25.00
Inactive Account Fee (after 1 year)	\$5.00 per month
IRA Closure Fee	\$25.00
Returned Deposit Fee	\$10.00 per item
Membership Fee (re-established within 6 months)	\$10.00
Western Union Fee	
Domestic	\$22.00
International	\$30.00 less than \$500.00
	\$50.00 greater than \$500.00
In House Mortgage Escrow Servicing Fee	\$75.00
Escheat Notice	\$5.00
Excessive Withdrawal Fee	\$10.00
Fax	\$0.10 per page
Copy	\$0.10 per page
Telephone Transfer	\$1.00
Telephone Balance Inquiry	\$1.00
Coin Counting	3% of Total
Foreign Currency Exchange	\$15.00 plus costs

* Waived for Basic Checking, Emeritus Checking and Premier Now Accounts

** Reduced for Basic Checking, Emeritus Checking and Premier Now Accounts

ONLINE BANKING, Q-PHONE FAQs CONTINUED

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your computer but instead use the option for a 'one time only' registration.

How do I correct my phone or email information?

1. Login to Online Banking using your current Login ID (member number or custom ID).
2. Under the Preferences section on the left-hand side of the screen, click on Update Contact Info. Make the necessary modifications and click Continue to submit the changes
3. Under the Preferences section on the left-hand side of the screen, click on Security.
4. Click on the Secure Delivery tab. Add your Secure Access Code Delivery contact details.

Why isn't your "Forgot Password" system working?

"Forgot Password" can only be used if you have not yet locked out your account. If you enter an incorrect password 3 times in a row, you are locked out of the system. This is done to prevent unauthorized access to your account. If you have forgotten your password, do not continue trying to log on. Should you get locked out of the system, call us at 618-457-3595 or 800-449-7301 for assistance with unlocking your account.

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Your system is broken! I entered my user id and password correctly, and it's telling me it's not right.

Here are a few common reasons why the password you enter may be failing to work:

- ▲ Our passwords are case sensitive. Is it possible your CAPS LOCK is on?
- ▲ Is your browser filling in your password automatically? If so, try erasing it and typing it in manually.
- ▲ Remember, you get three invalid login attempts before you're locked out of the system. Should you get locked out of the system, 618-457-3595 or 800-449-7301 for assistance with unlocking your account.

Why do I have to approve a transfer?

Transfer transactions in the new online banking system may require you to 'approve' them in order to send them through for processing. This is done by clicking on the approve button. This functionality allows for future levels of transfer security and authority that can be defined by member account.

NINE NOMINATED TO SERVE ON CREDIT UNION BOARD

Nine credit union members have been nominated to serve on the Board of Directors. They will be elected at the annual membership meeting on March 17 at 5:15 p.m. at our Giant City Road location.

Thomas Lindquist is a retired former art and industrial education teacher of 33 years for Marion Unit 2 Schools. He served for 15 years on the board of directors of Southern Illinois Schools Credit Union before it merged with SIUCU Credit Union in 2004.

Kenneth Burnett was born and raised in Cairo, IL. He's been married for 52 years. He worked at SIUCU from 1972 to 1998. He served on the credit committee before joining the board of directors in 1999. Kenneth said he enjoys serving as a credit union volunteer.

Susan Dallas-Willis has been a volunteer at the credit union over 20 years. She served on both the membership and credit committees prior to being elected to the Board of Directors in 2006. A Midwest native, she is both an employee and graduate of SIUCU. She is currently the program administrator for the Wildlife Research Lab. "Throughout my life, I have seen the difference that volunteering makes in people's lives."

Christina Rich has served on the credit union

board since 1999. Prior to that she served on the credit union membership committee. Born and raised in Carbondale, Christina graduated from both CCHS and SIUCU. She has been employed at SIUCU since 1985 and currently works as an event coordinator for the Paul Simon Public Policy Institute. "Senator Simon stressed the importance of public service and I am very proud to serve the members of the SIUCU Credit Union as a volunteer."

Barbara Humphrey has served on the credit union board since 1989. Prior to that she served on the membership committee. Born in Desoto, Barb currently resides in Royalton. She retired in 2002 as an administrative aide in the College of Business. By serving on the board of directors, Barb said she feels like she is able to represent the views of the civil service staff at SIUCU.

Bill Capie has served on the credit union board for over 20 years and currently serves as its Vice Chairman. He graduated from the University of Illinois with a B.A. and M.A. and retired from SIUCU in 2003. He remains active and spent six years on the Carterville School Board and continues to work with a number of other community groups. He believes that the credit union offers a level of service that is not available at other financial institutions.

If you perform the transfer from the Quick Action menu, you are not required to approve the transaction for processing.

Transfers from the pyramid, Quick Action icon are perfect for one-time movements of money, and spare you the extra step of approving the transaction. But be careful to use the options correctly, so that funds move the direction you intend!

When you hover over the Quick Action icon for a particular account, develop a habit of asking yourself this question: "What do I want to do with the account I'm pointing at?"

▲ Choose "Transfer from" if you want to transfer funds FROM the account you're pointing at. The row will expand, giving you an opportunity to pick a destination ("To") account and an amount.

▲ Choose "Transfer to" though, if you want to transfer funds TO the account you're pointing at. The row will expand to let you select a source ("From") account and an amount.

"What do I want to do with the account I'm pointing at?" — it's the key to your successful use of this very convenient online banking feature.

SAVE 10% ON TURBOTAX

Do Your Taxes Right and Get Your Biggest Refund Possible with TurboTax. Special Discount Offer for SIUCU Credit Union Members!

No matter where life may take you, TurboTax® makes it easy to do your taxes right and get your maximum tax refund guaranteed. What's best, as a valued SIUCU Credit Union member you can get a special

10% discount on TurboTax Federal Deluxe Online Edition. File today with

TurboTax and get your refund in as few as 8 days.

With TurboTax it's easy to do your taxes right:

- Guides you step-by-step, just like a GPS, to your Biggest Refund Guaranteed

- 100% Accurate Calculations
- Double checks your return so you get all the deductions and credits you deserve

Don't miss out on this special discount on TurboTax Federal Deluxe Online Edition. Start for FREE Today by visiting our home page and clicking on the TurboTax link – you don't pay unless you are satisfied with the results.