

Digitizing Tax Records

You don’t need to keep your tax documents and receipts in boxes or files. Free up space in your home or office by scanning them.

BOOST PRODUCTIVITY

Electronic records can efficiently be searched by using keywords. But paper documents that are misplaced or misfiled could take hours of rifling through boxes, folders, or cabinets. Organize your electronic files in a similar way you would paper files so they’re easier for you to find.

PROTECTION PLUS

Digital documents are better protected against the elements. Fires and floods can destroy papers and ink can fade over time. But these risks can be mitigated with proper electronic document storage.

STAY UPDATED

Electronic documents can be digitally date-stamped. This ensures you're using the most current version. You can track edits to digital records, monitor who's viewing them, and restrict access to sensitive information.

YOU HAVE OPTIONS

You can use a high-quality external hard drive to store your documents at your home or office. And there's cloud storage that gives you access anywhere you have an internet connection. But no online service is 100% secure. Regardless of the storage option you choose, after you scan your documents, be sure to shred them.

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