



# IN SIGHT for Oregon Lawyers

IMPROVING THE QUALITY OF YOUR PERSONAL AND PROFESSIONAL LIFE

June 2006  
Issue No. 62

## PAY YOUR MONTHLY BILLS – SIMPLY

Manage your monthly payments with this simple system that keeps everything you need in one place. Once you set up the system, you will find that paying your monthly bills becomes more streamlined and less of a struggle.

### BILL-PAYING KIT

- Large manila envelopes labeled:
  - Bills to be paid by the 10<sup>th</sup>
  - Bills to be paid by the 25<sup>th</sup>
  - Credit-card receipts
  - Paid – you’ll need a new “Paid” envelope for each month (or quarter)
- Stamps
- Return address labels
- Blank envelopes
- Small calculator
- Ziploc bag for smaller items
- Basket, bag, or folder that is large enough to hold all items in your kit

### BILL-PAYING SYSTEM

On your calendar, write a reminder on the 10<sup>th</sup> and the 25<sup>th</sup> of each month to pay bills.

When you receive a bill or statement, open the envelope on the same day it arrives. Keep only the bill and the return envelope. Toss any offers, notices, or other loose papers. Put the bill into the appropriate manila envelope to be paid on the 10<sup>th</sup> or the 25<sup>th</sup>.

On the 10<sup>th</sup> of the month and again on the 25<sup>th</sup> of the month, take out your Bill-Paying Kit.

1. Before you write this month’s check, look at the balance of the current bill or statement to verify that last month’s payment was credited to your account.
2. Write the check and include your account number on the face of the check.
3. Enter the check number and the payment amount in your check register.
4. Write the payment amount, the check number, and the date on the portion of the bill or statement you are keeping for your records. Put the bill or statement into the “Paid” envelope for this month (or quarter).
5. When you put the check and the return statement in the payee’s envelope, make sure that the address shows in the envelope window.

### ELECTRONIC BILL PAYING

If you are comfortable with technology, you may want to investigate electronic bill paying. Some banks offer free online bill paying if you open a checking account. Other banks will offer

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503-226-1057  
1-800-321-OAAP  
[www.aaap.org](http://www.aaap.org)

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- Mental Health
- Procrastination & Time Management

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the service free to customers who maintain a minimum balance, or they will charge a small fee. Automatic deductions from your accounts, e-billing, and/or paying bills via the Internet can greatly simplify financial paperwork and give you peace of mind that your bills are being paid on time. Electronic bill paying may not be a good idea if your bank accounts are not stable, that is, if you frequently overdraw your accounts. On the other hand, an automated bill-paying system may give you the very structure you need to regulate your financial life.

*Source: ADD-Friendly Ways to Organize Your Life, Judith Kolberg & Kathleen Nadeau (Routledge, 2002), adapted by Brian H. Farr, MA, 2005.*