



Monthly Bill Payment List

Instructions

You can use this sheet to keep track of all the bills you pay; whether you pay them monthly, annually, semi-annually, or quarterly. Simply put in the day of the month it is due. Then write in the name of the bill. Place an X in the box if it is a bill that is paid automatically by electronic withdraw, or automatic charge on a credit card. If it is a bill you pay semi-annually, annually or quarterly; mark off the months you do NOT pay this bill. You can write in the total dollar amount for the bill or simply check off the box under the appropriate month. The amount of detail you keep is up to you.

This sheet is provided by The KEY Products. The information stored on this sheet, plus additional pertinent information can be stored on your own copy of The KEY Software. The KEY links bank and credit card accounts with your bills. You can also create a budget with the Budget Report. Another function of The KEY gives you the ability to store scanned and copied files and images of your actual bills directly into The KEY software. To learn more about The KEY and see sample screens from The KEY software program visit our website at www.TheKEYProducts.com.