

BILL PAYMENT CHECKLIST

Never Miss a Payment • Stay Organized • Build Better Credit

 Month/Year: _____

 Total Budget: \$ _____



Bill Payment Success Tips




Organization




- Set up calendar reminders
- Use automatic payments for fixed bills
- Keep all bills in one place
- Review statements monthly







Money Management





- Pay bills before other expenses
- Set up a separate bills account
- Track due dates carefully
- Pay high-interest debt first

 HOUSING & UTILITIES	AMOUNT	DUE DATE	PAYMENT METHOD	PRIORITY	STATUS	NOTES
 Rent/Mortgage	\$ _____	_____	_____	HIGH	<input type="checkbox"/> Paid	_____
 Electricity	\$ _____	_____	_____	HIGH	<input type="checkbox"/> Paid	_____
 Gas/Heating	\$ _____	_____	_____	HIGH	<input type="checkbox"/> Paid	_____
 Water/Sewer	\$ _____	_____	_____	HIGH	<input type="checkbox"/> Paid	_____
 Trash/Recycling	\$ _____	_____	_____	MED	<input type="checkbox"/> Paid	_____
HOUSING TOTAL	\$ _____					


 COMMUNICATION & INTERNET	AMOUNT	DUE DATE	PAYMENT METHOD	PRIORITY	STATUS	NOTES
 Phone/Mobile	\$ _____	_____	_____	MED	<input type="checkbox"/> Paid	_____
 Internet/Cable	\$ _____	_____	_____	MED	<input type="checkbox"/> Paid	_____

COMMUNICATION & INTERNET	AMOUNT	DUE DATE	PAYMENT METHOD	PRIORITY	STATUS	NOTES
 Streaming Services	\$ _____	_____	_____	LOW	<input type="checkbox"/> Paid	_____
COMMUNICATION TOTAL	\$ _____					

FINANCIAL OBLIGATIONS	AMOUNT	DUE DATE	PAYMENT METHOD	PRIORITY	STATUS	NOTES
 Credit Card 1	\$ _____	_____	_____	HIGH	<input type="checkbox"/> Paid	_____
 Credit Card 2	\$ _____	_____	_____	HIGH	<input type="checkbox"/> Paid	_____
 Car Payment	\$ _____	_____	_____	HIGH	<input type="checkbox"/> Paid	_____
 Student Loan	\$ _____	_____	_____	MED	<input type="checkbox"/> Paid	_____
 Personal Loan	\$ _____	_____	_____	MED	<input type="checkbox"/> Paid	_____
FINANCIAL TOTAL	\$ _____					

INSURANCE & HEALTHCARE	AMOUNT	DUE DATE	PAYMENT METHOD	PRIORITY	STATUS	NOTES
 Health Insurance	\$ _____	_____	_____	HIGH	<input type="checkbox"/> Paid	_____
 Auto Insurance	\$ _____	_____	_____	HIGH	<input type="checkbox"/> Paid	_____
 Home/Renters Insurance	\$ _____	_____	_____	HIGH	<input type="checkbox"/> Paid	_____
 Life Insurance	\$ _____	_____	_____	MED	<input type="checkbox"/> Paid	_____
INSURANCE TOTAL	\$ _____					

 ANNUAL BILLS TRACKER	AMOUNT	DUE DATE	PAYMENT METHOD	PRIORITY	STATUS	NOTES
 Tax Preparation	\$ _____	_____	_____	HIGH	<input type="checkbox"/> Paid	_____
 Property Tax	\$ _____	_____	_____	HIGH	<input type="checkbox"/> Paid	_____
 Home Maintenance	\$ _____	_____	_____	MED	<input type="checkbox"/> Paid	_____
 Software Subscriptions	\$ _____	_____	_____	LOW	<input type="checkbox"/> Paid	_____
ANNUAL TOTAL	\$ _____					

 MONTHLY BILL SUMMARY


Total Bills This Month
\$ _____

Bills Paid On Time
_____ / _____

Monthly Budget
\$ _____

Total Bills
\$ _____

Remaining Budget
\$ _____

 PAYMENT NOTES & REMINDERS

Payment Tips: Set up automatic payments for fixed bills • Use calendar reminders • Pay credit cards before due dates • Review statements for errors • Keep payment confirmations

Financial Organization • Credit Score Protection • Peace of Mind