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Six Easy Steps to Help Customers Stay Organized and Secure

STAPLES Business Depot makes tax time easy and clutter free

Toronto, ON (February 25, 2008) — While electronic filing tax returns can save time and money, it is still important to keep a hard copy of all tax documents. To help make tax time easy and hassle free, STAPLES Business Depot offers six easy tips on how to stay organized and secure.

“Increasingly we are becoming a paperless society, we have all grown comfortable storing and sending data electronically,” said Greg Switzer, Director of Loss Prevention with STAPLES Business Depot. **“It is crucial to keep a hard copy of all tax records in a secure location, as well as using an external hard drive for backing up data files.”**

STAPLES Business Depot is offering six easy steps to help clear clutter and provide simple security measures, to make April 15, as well as the rest of the year, much less taxing.

Step # 1 – SHRED IT

A shredder is one of the easiest ways to protect against identity theft. It is a vital investment to safeguard any home or business, especially during the tax season. With the right machine, tax filers can turn confidential papers into unreadable scraps. The Staples® MailMate™ M3 Junk Mail Shredder and Staples® 10-Sheet Microcut Shredder shred small or large amounts of confidential tax information.

Step # 2 – PROTECT IT

There are at least 10,000 known computer viruses and more security threats being developed every day. Investing in Internet security software is the best defence against the expanding list of online threats such as hackers, viruses, spyware and Internet phishing scams. STAPLES Business Depot experts say that when filing taxes electronically, it is essential that security software be installed on the computer. STAPLES Business Depot recommends Norton 360™ or Norton Internet Security™ Software to help protect computers, assets and identities.

Step # 3 – FILE IT

According to the Canada Revenue Agency, 95 per cent of Canadians are eligible to use EFILE. **With the exception of a small percentage of Canadians, any firm, organization or individual can register to file their taxes through any tax prep software, available at STAPLES Business Depot, which offer features that make it easy to EFILE.**

Step # 4 – STORE IT

Businesses lose more than \$12 billion annually due to data loss. In the event of a computer crash, valuable tax documents could be lost. STAPLES Business Depot experts recommend that taxpayers invest in an external storage device to protect vital digital tax information. External hard drives, portable drives or USB flash drives to store tax data (depending on the size of the files) are recommended by STAPLES Business Depot experts. **Some USB flash drives won't even leave a trace on your computer.** Suggested models include the **Maxtor® 500GB OneTouch™ 4, the Maxtor® 160GB OneTouch™ 4 Mini Hard Drive or the SanDisk® 4GB Contour® USB Flash Drive (online only).**

Step # 5 – PLAY IT SAFE

From locking-file cabinets to surge protectors to battery backup, keep computer systems and confidential information well protected. Invest in security envelopes such as #10 Self-Sealing Security-Tint Envelopes to keep tax materials confidential. STAPLES Business experts also recommend safes/filing boxes such as Sentry® Safe Fire-Safe® Data Storage Security File to protect tax papers from fire or theft.

Step # 6 – KEEP IT TOGETHER

Keeping organized is especially important during the tax season when confidential papers are essential for tax filing. Adding office décor that makes the workspace more pleasant will make customers more likely to keep organized. M by Staples file folders and expandable files keep organization intact with a variety of tools in rich, classic, timeless designs and patterns with hounds tooth, striped and plaid patterns.

About STAPLES Business Depot

Founded in Toronto in 1991, The Business Depot Ltd. is Canada's largest supplier of office supplies, business machines, office furniture and business services for the small business and home office customer. The company is an everyday low price retailer. The chain operates stores in all provinces across Canada under the banners STAPLES® Business Depot™ and BUREAU EN GROS™. The company has over 13,500 employees serving customers through 300 office superstores, catalogue, and e-commerce. STAPLES® Business Depot™/BUREAU EN GROS™ is committed to making shopping easy by offering customers three ways to shop - online, by catalogue and in-store. For store hours, locations and to obtain more information, visit www.staples.ca.

About Staples

Staples, Inc. invented the office superstore concept in 1986 and today is the world's largest office products company. With 74,000 talented associates, the company is committed to making it easy to buy a wide range of office products, including supplies, technology, furniture, and business services. With 2006 sales of \$18.2 billion, Staples serves consumers and businesses ranging from home-based businesses to Fortune 500 companies in 22 countries throughout North and South America, Europe and Asia. Headquartered outside of Boston, Staples operates more than 2,000 office superstores and also serves its customers through mail order catalog, e-commerce and contract businesses. More information is available at www.staples.com.

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