

# INFORMATION CHECKLIST

The following information is necessary for a full understanding and evaluation of your case. **Please provide the most current statement available for each account.** The records you provide cover assets and debts held in joint tenancy, community property, tenants in common, individual, ITF (in trust for) accounts, accounts held in the name of your children, and accounts you hold with a third party. **We will need "Date Opened" on ALL assets and debts.** Also, make sure the statement shows how your accounts are registered. If an asset or debt is separate property, we will need statements showing the original acquisition date and statements at date of marriage as well.

## INCOME

- \_\_\_\_\_ 1. **Paystubs** for the last three (3) full months and paystubs showing bonuses or other extraordinary payments during the past year. Provide a year-to-date earnings record if not shown on paystubs.
- \_\_\_\_\_ 2. **Tax Returns** -- Federal tax returns, including all schedules, for the last five (5) years including W-2s.
- \_\_\_\_\_ 3. **Employment contract** or employment offer letter indicating compensation or other benefit information. Also, provide a summary of your **Employee Benefits**.
- \_\_\_\_\_ 4. If **Self-Employed**, provide the following:
  - \_\_\_\_\_ a. Financial statements or profit and loss statements for the past five (5) years.
  - \_\_\_\_\_ b. Business tax returns for the past five (5) years.
  - \_\_\_\_\_ c. Buy-sell agreement or other agreement concerning valuation of business.
  - \_\_\_\_\_ d. Any loan or credit application for the business prepared within the past five (5) years.
  - \_\_\_\_\_ e. Any existing appraisal of the business.

## SCHEDULE OF ASSETS & DEBTS (#'s correspond w/Judicial Form FL-142)

- \_\_\_\_\_ 1. **Real Estate** – need current Grant Deed(s) with Exhibit "A" (legal description) to all real property in which either or both spouses have an interest. Also, provide all Grant Deeds showing change of title while you've owned the property. (Do not need Deed of Trust or Note)
  - \_\_\_\_\_ a. Appraisals or market value opinions for any real property if dated within the last 2 years.
  - \_\_\_\_\_ b. Final Escrow Statement from Close of Escrow/Settlement Statement for purchase or sale (usually 2-3 pages). Shows price, down payment, closing fees, etc. (Do not need all statements signed in escrow).
  - \_\_\_\_\_ c. Cost basis of home; purchase price plus improvements.
  - \_\_\_\_\_ d. Form 2119 - Sale or Exchange of Principal Residence. Provide copy from federal tax return for year you sold residence and deferred gains on sale into a new principal residence. Applicable if sale of residence was prior to May 6, 1997.

- \_\_\_\_\_ **Mortgages, Lines of Credit**-- Provide the most current statement for each loan and parcel of real property showing outstanding balance and monthly payments. Also, provide terms of current loan: date opened, original loan amount, current interest rate, length of loan.
- \_\_\_\_\_ **Rental Property** -- Records of ownership of all rental property. Provide cost basis (including improvements, depreciation taken, etc).
- \_\_\_\_\_ **Vacation Property** -- Records of ownership of all vacation property and time-share interest. Provide cost basis (including improvements, etc).
- \_\_\_\_\_ **Mobile Home** -- Ownership certificate for any mobile home and current loan statement on any encumbrance.
- \_\_\_\_\_ 2. **Household Furniture, Furnishings, Appliances** -- Provide an inventory list with estimated resale values for your entire household. Identify items you consider to be separate property.
- \_\_\_\_\_ 3. **Jewelry, Antiques, Art, Collectibles** -- Ownership records, purchase receipts or description of jewelry, antiques, oriental rugs, art works, stamp or coin collections, wine cellar, precious metals, gems, and other collectibles.
- \_\_\_\_\_ a. Appraisals on any such items (if you already have them).
- \_\_\_\_\_ 4. **Vehicles, Boats, Trailers** -- Certificates of Title (pink slips) for all cars, trucks, boats, airplanes, trailers and motor homes. Provide the most current loan statement showing terms (date/amount of loan, % rate, # of years, current balance, monthly payment). Also, print out and provide a copy of the Kelly Blue Book trade-in AND private party valuations (to obtain an average).
- \_\_\_\_\_ 5,6,7. **Savings, Checking, Credit Union and other deposit accounts** -- Provide the most current statement for all accounts.
- \_\_\_\_\_ 8. **Cash** -- Give location.
- \_\_\_\_\_ 9. **Tax Refunds** -- ONLY provide copies of checks or records of refunds if received individually by either party before or after separation. If you expect a refund but haven't filed your returns yet, provide a copy of your extension.
- \_\_\_\_\_ 10. **Life Insurance with Cash Surrender or Loan Value** -- Declaration pages showing face amount, date, type of policy, insured, owner, beneficiary(ies), cash value and/or loan value.
- \_\_\_\_\_ 11. **Stocks, Bonds, Secured Notes, Mutual Funds** -- Provide the most current statement for all accounts. If security is held in certificate form, provide a copy of the certificate. Also, provide cost basis of each security/investment owned. Cost basis is needed on all non-retirement account assets.
- \_\_\_\_\_ 12. **Retirement and Pensions** -- Provide a copy of the latest summary plan documents and latest benefit statement. Include any outstanding benefits from prior employers.
- \_\_\_\_\_ 13. **Profit-Sharing, Annuities, IRAs, Deferred Compensation** -- Provide the most current statement for all accounts.
- \_\_\_\_\_ 14. **Accounts Receivable and Unsecured Notes** -- Records for any money owed to you including lottery winnings.
- \_\_\_\_\_ 15. **Partnerships and Other Business Interests** -- Records showing ownership of any interest in partnerships. Include most recent K-1 form.

- \_\_\_\_ 16. **Other Assets** -- Records for any other asset or property right not covered above. Assets may include but not limited to:
- \_\_\_\_ a. **Stock Purchase Plans** -- ESOP, ESPP and stock purchase plans.
  - \_\_\_\_ b. **Stock Options** -- Stock option grant agreement (grant letter) and most current grant statement covering each grant received, from date of grant to present, for present employers (and prior if not fully exercised or expired). Description or plan statements for all employer stock option plans under which you have received options.
  - \_\_\_\_ c. **Cafeteria Plans/Other Benefits** -- Provide most current statement or description of cafeteria benefit plan, incentive or bonus plan and any other employment benefit in which either spouse participates.
  - \_\_\_\_ d. **Severance/Early Retirement** -- All notices/statements regarding severance or early retirement benefits offered by or already received from the employer of either spouse.
  - \_\_\_\_ e. **Intellectual Property** -- Records reflecting any patent, trademark, copyright, licensing agreement, royalty, or other intellectual property rights.

### **DEBTS**

- \_\_\_\_ 19. **Student Loans** -- Provide the most current statement for all student loans. Give details of loans -- date, amount, interest rate, terms of loan(s).
- \_\_\_\_ 20. **Taxes** -- Provide letter/notice of any federal or state tax deficiency issued before or after separation and not yet paid.
- \_\_\_\_ 21. **Support Arrearages** -- Provide copies of orders and statements.
- \_\_\_\_ 22. **Loans -- Unsecured** -- Provide the most current statement for all unsecured loans. Also, provide bank name, loan number, current rate, etc.
- \_\_\_\_ 23. **Credit Cards** -- Provide most current statement for all credit cards. Also, provide creditor's name, address, and account number.
- \_\_\_\_ 24. **Other Debts** -- Specify debt and attach details including most current statement.

### **ADDITIONAL DOCUMENTATION NEEDED**

- \_\_\_\_ 1. **Current credit report** -- Provide most current copy of report.
- \_\_\_\_ 2. **Domestic Partnership Certificate** -- Provide a copy (if applicable).
- \_\_\_\_ 3. **Certification of Trust** -- Provide a copy if you have a Trust. Provide Certification only and not entire Trust document.
- \_\_\_\_ 4. **Social Security Statement** -- Provide most current copy of statement.

**\*\*REMINDER -- PLEASE PROVIDE "DATE OPENED" ON ALL ASSETS AND DEBTS. PROVIDE COST BASIS FOR NON-RETIREMENT ASSETS. PROVIDE THE MOST CURRENT STATEMENT FOR ANY ASSET/DEBT UNLESS OTHERWISE REQUESTED ABOVE. MAKE SURE THE ACCOUNT HOLDER NAME(S) FOR EACH ACCOUNT SHOWS ON THE STATEMENT/DOCUMENT/ONLINE REPORT YOU PROVIDE.\*\***