

## CHECKLIST FOR MANDATORY DISCLOSURE

Client: _____ Date Range: _____ to Present		Attached	Does not Exist	Not in My Possession	In Possession of Other Party
<i>Please Check All That Apply</i>					
<b>a</b>	Financial Affidavit				
<b>b</b>	All federal and state income tax returns, gift tax returns, and intangible personal property tax returns filed by the party or the other party:				
	2015				
	2014				
	2013				
	IRS forms W-2, 1099, and K-1 for the past year, if the income tax return has not been prepared.				
	2015				
<b>c</b>	Pay stubs or other evidence of earned income for <u>the last three months</u> .				
	Income Source: _____ Paystub Dates: _____				
	Income Source: _____ Paystub Dates: _____				
	Income Source: _____ Paystub Dates: _____				
<b>d</b>	Paystubs or other evidence of earned income in the <u>last 3 months</u> .				
<b>e</b>	All loan applications and financial statements prepared or used for any purpose in <u>the last 12 months</u> .				
<b>f</b>	All deeds to real estate in which I presently own or owned an interest within <u>the last 3 years</u> . All promissory notes in which I present own or owned an interest within the <u>last 12 months</u> . <u>All current</u> leases.				
	Property Address: _____				
	Property Address: _____				
	Property Address: _____				
	Property Address: _____				
	Property Address: _____				

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<b>g</b>	All statements for <b><u>the last three months</u></b> for all checking accounts and for the last year for all savings accounts, money market funds, certificates of deposit, etc. (Include last 4 digits of each account and specify if jointly titled with anyone.)				
	Acct: _____ Titled: _____ Statement Dates: _____				
	Acct: _____ Titled: _____ Statement Dates: _____				
	Acct: _____ Titled: _____ Statement Dates: _____				
	Acct: _____ Titled: _____ Statement Dates: _____				
	Acct: _____ Titled: _____ Statement Dates: _____				
	Acct: _____ Titled: _____ Statement Dates: _____				
	Acct: _____ Titled: _____ Statement Dates: _____				
	Acct: _____ Titled: _____ Statement Dates: _____				
	Acct: _____ Titled: _____ Statement Dates: _____				
<b>h</b>	All brokerage account statements for the <b><u>last 12 months</u></b> .				
	Acct: _____ Statement Dates: _____				
	Acct: _____ Statement Dates: _____				
	Acct: _____ Statement Dates: _____				
	Acct: _____ Statement Dates: _____				
<b>i</b>	The <b><u>most recent statement</u></b> for any pension, profit sharing, deferred compensation, or retirement plan (for example, IRA, 401(k), 403(b), SEP, KEOGH, or other similar account) and summary plan description for any such plan in which I am a participant or alternate payee.				
	Acct: _____ Statement Dates: _____				
	Acct: _____ Statement Dates: _____				
<b>j</b>	The declaration page, the last periodic statement, and the certificate for any group insurance for all life insurance policies insuring my life or the life of the other party				
<b>k</b>	All health and dental insurance cards covering either me or the other party and/or our dependent child(ren).				
<b>l</b>	Corporate, partnership, and trust tax returns for the <b><u>last 3 tax years</u></b> in which I have an ownership or interest greater than or equal to 30%.				
	2015				
	2014				
	2013				

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m	All credit card and charge account statements and other records showing my (our) indebtedness for <b><u>last three months</u></b> . (Include last 4 digits of each account and specify if jointly titled with anyone. Need payoff amounts for mortgage, auto statements, etc.)						
	Acct:	Titled:	Statement Dates:				
	Acct:	Titled:	Statement Dates:				
	Acct:	Titled:	Statement Dates:				
	Acct:	Titled:	Statement Dates:				
	Acct:	Titled:	Statement Dates:				
	Acct:	Titled:	Statement Dates:				
	Acct:	Titled:	Statement Dates:				
	Mortgage:	Titled:	Statement Dates:				
	Auto Finance:	Titled:	Statement Dates:				
n	All promissory notes on which I presently owe or owned within the past year. All lease agreements I presently owe.						
o	All premarital and marital agreements between the parties to this case.						
p	If a modification proceedings, all written agreements entered into between the parties at any time since the order to be modified was entered.						
q	All documents and tangible evidence relating to claims for an unequal distribution of						
r	Any court order directing that I pay or receive spousal support (alimony) or child support.						
Miscellaneous	All statements for all recurring monthly expenses (i.e., cable, water, electric, phone, pest control, lawn/cleaning service, auto insurance, etc.) from <b><u>the last month</u></b> . Please specify all statements in the blank lines provided, if not otherwise listed.						
		Electric					
		Water					
		Cable					
		Home Phone					
		Pest Control					
		Health Insurance Costs					
		<i>(IMPORTANT: If you provide insurance for the other party and/or children, please provide documents specifying <u>separate</u> costs for you, the other party and/or children)</i>					
	Daycare/After School Care						

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**Non-Marital Assets/Debts**

If you owned any asset, financial or investment account, credit card or other debt **before** you were married, or if you received any non-marital gifts during the course of your marriage (i.e., inheritance), please specify these below. For pre-marital items, please provide provide a statement of the value on or immediately before the date of marriage. For non-marital gifts, please provide documentation showing the amount of the gift and where it is located.

Retirement Account:	Statement Date:				
Retirement Account:	Statement Date:				
Retirement Account:	Statement Date:				
Bank Account:	Statement Date:				
Bank Account:	Statement Date:				
Bank Account:	Statement Date:				
Credit Card/Debt:	Statement Date:				
Credit Card/Debt:	Statement Date:				
Inheritance Total: \$	Document Date:				
Inheritance Total: \$	Document Date:				

**Business Documents**

For any business in which I retain any ownership interest the following documents for the past four (4) quarters

All credit card and debt accounts held by business					
Acct:	Statement Dates:				
Acct:	Statement Dates:				
Acct:	Statement Dates:				
All statements for all bank/financial accounts held by business					
Acct:	Statement Dates:				
Acct:	Statement Dates:				
Acct:	Statement Dates:				
	Income Statements				
	Balance Sheets				
	Schedule of Expenses				
	Accounts Payable Statements				
	Accounts Receivable Statements				
	Loan & Credit Applications				
	Profit and Loss Statements				
	Detailed General Ledger				