

INFORMATION CHECKLIST

The following information is necessary for a full understanding and evaluation of your case. **Please provide:**

- **Most current statement** for each account (for *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)
- Make sure the statement shows how your accounts are registered
- An approximate **“Date Opened”** on ALL assets and debts (estimated year opened will be sufficient)
- If an asset or debt is separate property, provide statements showing the original acquisition date and statements at date of marriage
- Review the Helpful Tips at the end to help you save money through the process

INCOME

1. **Paystubs:**
 - From last three (3) full months
 - Provide a year-to-date earnings record (if YTD info not shown on paystubs)
 - Bonuses, ESPPs, stock options, equity incentives, or other extraordinary income: provide year-end paystubs for the last 5 years if available
 - Accrued vacation hours if not shown on paystub
2. **Tax Returns:**
 - Five (5) yrs of Federal tax returns, including all schedules
 - W-2s
 - If retired: 1099-R and Social Security statements
3. **Employment offer letter (showing):**
 - Wage
 - Other benefits; i.e., bonuses, equity incentives, etc
 - Summary of your Employee Benefits
4. If **Self-Employed**, provide the following:
 - Current year profit and loss statement
 - Account statements for the business
 - Buy-sell agreement or other agreement concerning valuation of business
 - Any loan or credit application for the business prepared within the past five (5) years
 - Any existing appraisal of the business
5. **Other Income:**
 - Unemployment
 - Spousal/partner support
 - Child support
 - Recurring monthly/yearly gifts
 - Other regular monies you may receive

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

1. **Real Estate** – (for all properties either or both spouses have an interest, provide):
 - Current Grant Deed(s) with Exhibit “A” (legal description)
 - All Grant Deeds showing change of title while you’ve owned the property
 - Do **not** need Deed of Trust or Note

To order a replacement Grant Deed, visit: <http://www.clerkrecordersearch.org/> (fee less than ~\$20)

- _____ a. Source and Amount of Down Payment - indicate whether funds were individual or joint and amount for each
- _____ b. Appraisals or market value opinions for any real property if dated within the last 2 years
- _____ c. Final Escrow Statement from Close of Escrow/Settlement Statement for purchase or sale (usually 2-3 pages) and for last refinance (if applicable). Shows price, down payment, closing fees, etc (Do not need all statements signed in escrow)
- _____ d. Cost basis of home; purchase price plus improvements
- _____ e. 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

- Current statement for each loan and parcel of real property showing outstanding balance and monthly payments
- 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 (per your current tax returns)

_____ **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** – If you reach an agreement between the two of you, details may not be necessary to list. However, many do 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 for autos, trucks, boats, airplanes, motorcycles, trailers, motor homes.
- Current loan statement showing terms (date/amount of loan, % rate, # of years, current balance, monthly payment)
- Print out and provide a copy of the Kelley Blue Book trade-in AND private party valuations (to obtain an average). <http://www.kbb.com/>

_____ 5,6,7. **Savings, Checking, Credit Union and other deposit accounts:**

- Current statement for all accounts

_____ 8. **Cash:**

- Indicate amount and location; i.e., safe deposit box, etc

_____ 9. **Tax Refunds:**

- ONLY provide copies of checks or records of refunds if received individually by either party before or after separation
- Expecting a refund but haven't filed yet, then provide a copy of extension

_____ 10. **Life Insurance:**

- Provide Declaration pages or Annual Statement: need face amount, date, type of policy, insured, owner, beneficiary(ies), cash value and/or loan value
- Include all types of life insurance; i.e., term, whole life, universal life, group insurances, etc

- ____ 11. **Stocks, Bonds, Secured Notes, Mutual Funds:**
- Current statement for all accounts
 - Certificate form, provide a copy of the certificate
 - Cost basis of each security/investment. Needed on all non-retirement account assets
- ____ 12. **Retirement and Pensions** (401k, STRS, PERS, etc):
- Copy of the latest summary plan documents and latest benefit statement (we will need to see how the account is registered)
 - Include any outstanding benefits from prior employers
 - For a pension, include the pension calculations showing your est. monthly income at earliest retirement age and normal retirement. Plus, if there is a cost-of-living-adjustment (cola), how much is it?
- ____ 13. **Profit-Sharing, Annuities, IRAs, Deferred Compensation:**
- Current statement for all accounts
 - If a Deferred Comp plan, provide a copy of the Summary Plan Description document
- ____ 14. **Accounts Receivable and Unsecured Notes** –
- Records for any money owed to you; i.e., loan statement, promissory note
 - Includes lottery winnings
- ____ 15. **Partnerships and Other Business Interests:**
- Records showing ownership interests including recent K-1 forms and/or Schedule C
- ____ 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. **Equity Incentives:**
- Grant letter/notice including vesting schedules
 - Current summary statement for each equity incentive from date of grant to present, for present employers (and prior if not fully exercised or expired)
- ____ c. **Employer Benefits:**
- Provide summary of your group coverage including health, disability, long-term care, group life insurance; vacation/PTO, HSA/FSA plans, etc
- ____ d. **Severance/Early Retirement:**
- Notices/statements regarding severance or early retirement benefits offered by or already received from the employer of either spouse
- ____ e. **Intellectual Property:**
- Records reflecting patents, trademarks, copyrights, licensing agreements, royalties, 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 a current statement for all credit cards. Provide creditor's name, address, account number. If card has reward points/frequent flyer miles, provide total owned
- ____ 24. **Other Debts** – Specify debt and attach details including most current statement

ADDITIONAL DOCUMENTATION

- _____ 1. **Credit Report** – Provide most current copy of report for each of you. Here are two links for free reports (FICO score not necessary): <https://www.annualcreditreport.com/> and <http://www.freecreditreport.com/>
- _____ 2. **Domestic Partnership Certificate** – Provide a copy (if applicable)
- _____ 3. **Certification of Trust** – Provide a copy if you have a Trust. Provide Certification of Trust only and not entire Trust document
- _____ 4. **Social Security Statement:**
 - Current copy of statement
 - Go to the Social Security Administration website and input your information: <http://www.socialsecurity.gov/estimator/>
- _____ 5. **Inheritance/Gifts**
 - If you've received an inheritance or gift(s), provide details; i.e., who did you receive it from and when; how much did you receive; and where did it go?
 - Or, if you're receiving an annual income from an inheritance or receiving annual gifts, provide details
- _____ 6. **Safe Deposit Box, Safe, or held outside institutions:**
 - Details of financial assets; i.e., cash, precious metals, jewelry, etc
- _____ 7. **Foreign Pension:**
 - Recent statement if you hold a foreign pension
 - Illustration showing value at earliest retirement and at age 65
- _____ 8. **Pre-Nuptial Agreement:**

If you have a pre-nup, provide a copy
- _____ 9. **Assets held prior to date of marriage** - Provide details of assets as well as statements showing est. value of the assets held prior to marriage

****REMINDER – PLEASE PROVIDE APPROXIMATE “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.****

The following Helpful Tips are provided to assist you in keeping your costs down through the process:

1. Upload your documents to Dropbox and invite us to the folder!
2. Provide documents on 8-1/2" x 11" paper.
3. Use white paper; color paper does not scan well.
4. If you use highlights via a software package (i.e., Excel) or a highlight marker, use only yellow. Colors other than yellow show up as dark marks once scanned and require additional handling.
5. When possible, utilize the PDF format when providing a soft copy of your document. Other formats (i.e., JPEG), can be converted to PDF in our office and require additional time.
6. If you follow the list and provide only those documents being requested, additional time sifting through documents not required (i.e., an entire home refinance packet) can be bypassed.
7. Scanning your documents is an option and may take additional time on our part. Please call me if you wish to pursue a method that makes it more efficient and saves processing time.
8. If an account is not readily discernible, feel free to add explanation for better understanding.
9. Provide a soft copy of your Living Expenses spreadsheet.
10. If you have foreign accounts with statements written in another language, please provide interpretation for the value of the account, type of account, who the account belongs to, etc.
11. Credit Reports - review your credit report and provide statements for open accounts even though they may have a -0- balance.
12. If you provide hard copies of documents, there is no need to place documents in plastic sleeves or three-hole punch documents and place in a binder.
13. Summarizing spreadsheets of assets and debts are not needed; however, if you provide one, make sure they match your statements or it will require additional handling and cost more.
14. PDF passwords: If your file is password protected, please provide the password. Sometimes, however, accountants, banks, brokerage houses, etc., will also include document restrictions such as changing the document or extracting pages from the document. When this happens, we may only be able to print the document and then scan it in order to combine that document with your other papers. If you notice document restrictions, it would be helpful if you changed them prior to sending the pdf file.