Checklist for Divorce Process

Income

- ☐ Pay stubs for last 3 months; including spouse
- ☐ Last three years tax returns; including all schedules
- ☐ Record of Bonuses Received
- ☐ Stock Option Agreements; scheduled
- ☐ Statement copies of any deferred comp plans, including restrictions and current value
- ☐ Net Worth Statements

Social Security Information

- ☐ Current forms with projected benefits

Expenses

- ☐ Monthly/annual expenses (see Proposed Spending Plan sheet)
- ☐ Bank Statements
- ☐ Current Loan Statements (secured / unsecured)
  - o Credit Cards
  - o Personal Loans
    - ▪ Residence
    - ▪ Vacation Home (s)
    - ▪ Rental Investment Property / Timeshare
    - ▪ Auto / Boat
    - ▪ Misc
- ☐ Outstanding taxes / liens due
- ☐ Child Support
  - o Copies of court-mandated minimums
- ☐ Spousal Maintenance
  - o Notice of temporary amounts and date of inception
- ☐ Miscellaneous (please list below):
  1. ____________________________________
  2. ____________________________________
  3. ____________________________________
  4. ____________________________________

Real Estate

- ☐ Home / Primary
  - o Fair Market Value
  - o Cost Basis
  - o Mortgage Information
  - o Date of original mortgage
  - o Balance remaining on mortgage
  - o Time remaining on mortgage
  - o Principle and interest rate
- ☐ Other
  1. ___________________________________
  2. ___________________________________
  3. ___________________________________
  4. ___________________________________

Personal Ownership

- ☐ Furniture Valuation / Appraisals
- ☐ Club Memberships
- ☐ Collectibles / Jewelry / Appraisals
- ☐ Safety Deposit Boxes
- ☐ Storage Space
- ☐ Intellectual Rights / Patents
- ☐ Frequent Flyer Miles / Reward Points
- ☐ Pre-Paid funeral / Burial Plots

Business

- ☐ Corporate Tax Returns
- ☐ Profit and Loss Statements
- ☐ Buy Sell Agreements
- ☐ Partnership Agreements
- ☐ Benefit Booklets
- ☐ Appraised Value
- ☐ Income and Expense Reports
- ☐ Balance Sheet

Investments

- ☐ Joint Accounts
  - o Mutual funds, Variable & Fixed Annuities, Variable Universal Life Policies
  - o Brokerage and Bank Accounts
- ☐ IRA Accounts
- ☐ 401(k) Accounts, 403(b) Accounts, ESOP Plans, etc
- ☐ Pension Plan Documents
  - o Projected benefits at retirement date
  - o Current vested benefit
  - o COLA provisions
  - o Employee plan information booklet
- ☐ Brokerage Statements; including 529 Plans, UTMA/UGMA and Educational IRA accounts of children

Estate Planning Documents

- ☐ Trusts: RLT, ILIT, GRAT, CRT, FLP
- ☐ Appraisals
- ☐ Current Loan Statements (see “Expenses”)

Insurance

- ☐ Life Insurance
  - o Death Benefit
  - o Cash Value
  - o Owner, insured and beneficiary
- ☐ Death Benefits and Cash values
- ☐ Owner, insured and beneficiary
- ☐ Long term care policies
- ☐ Home Owners
- ☐ Car Insurance
- ☐ Umbrella Policy