

## CHECKLIST FOR GETTING ORGANIZED

Materials to assemble to help your attorney and Certified Divorce Financial Advisor with your case.

### Financial Data: Client and Spouse

- Tax returns for the last three years: client, spouse, and joint
  - Personal Tax Returns
  - W-2s and 1099s
  - Partnership/Corporate Returns
  - Any amended tax returns
- Three most recent payroll stubs
- Social Security statements
- Life insurance policies and most recent statement (personal and through employer)
- Employer retirement plans and pension plans:
  - Summary of plan description
  - Benefits booklet
  - Most recent statements (three years)
  - Benefits estimate:
    - At Earliest Retirement Age
    - At Normal Retirement Age
    - At Current Age (if eligible)
    - Early Retirement Option Elections
- Stock options:
  - Benefits booklet
  - Most recent statements (three years)
- Detailed breakdown of all expenses, whether personal or joint, on a month-to-month and annual basis
- IRA, Roth IRA, Keogh, SEP, 401(k), 403(b), 457 and Deferred Compensation statements
- Partnership/Corporate Financial Statements
- Information on any cash or in-kind transactions

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- Primary residence and other real estate:
  - Appraisal
  - Date of purchase
  - Purchase price
  - Original mortgage amount
  - Current mortgage amount
  - Interest rate/length of mortgage
  - Monthly payment
  - Particulars of second mortgage, if any
  
- Savings/passbook account statements for all personal, joint, business, partnership and corporate accounts for the previous three years
- Wills, trusts, and amendments or codicils
- Children's bank, savings, insurance and investment account statements for the previous three years
- Loan and credit card statements for all personal, joint, business, partnership and corporate accounts
- Cancelled checks and bank statements for all personal, joint, business, partnership and corporate accounts for the previous six months
- Statements regarding securities, money markets, brokerage, CDs, commodities, mutual funds, investment accounts, annuities, stocks and bonds for all personal, joint, business, partnership and corporate accounts
- Listing of all individual, joint and business non-investment assets (e.g., cars, boats, jewelry, collections, etc.) and their values as at the date of marriage, the date of separation or valuation, and the most current date
- Business or partnership agreements
  
- Court Case/Hearing Information
  - Draft of Divorce Decree
  - Friend of the Court Child Support Recommendation
  - QDRO (Qualified Domestic Relations Order)
  - Copies of any interrogatories/depositions/requests for information
  - Information on the next court date, settlement meeting, or mediation session
  - Information on any agreed upon deadlines

## CHECKLIST FOR GETTING ORGANIZED

### OTHER INFORMATION

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