

INSTRUCTION TO CLIENTS: DOCUMENTS TO BE PRODUCED WITH FINANCIAL DECLARATION FORM FOR DISSOLUTION ACTION

The Courts now require that parties exchange the Financial Declaration Form (FDF), available on our website (www.sterbaswopelaw.com), within 30 days of the filing of a Petition for Dissolution of Marriage. That means that within two weeks, you need to return the FDF, completed and signed, and the supporting documentation.

The following instructions will assist you in preparing your FDF and allow us, as your attorneys, to confirm the accuracy of your declarations. Please rely upon the following documents when you prepare your FDF. Bring these original documents with your Form to our office. If you need our office to make copies, we will do that. The important point is that you gather these documents and provide them to us with your FDF. If you are unsure about a document, we will determine if the other side has a right to receive a copy of it or if it is at all relevant.

- * Your last three (3) federal and state income tax returns, along with all Schedules and attachments, including all W-2 Forms and all 1099 Forms, even if those are not attached to the return when it was filed.
- * Your six (6) most recent pay stubs (if any) and most recent statement of year-to-date earnings, if your pay stub does not show year-to-date income. Please also provide end of year paystub.
- * Bank statements and credit union statements for each of your bank accounts or credit union accounts, held individually or jointly for the month your dissolution was filed.
- * Statements for each of your individual or joint credit cards or other debts on the date your dissolution was filed. The statement provided should have a closing date and/or statement date closest to the date of filing.
- * Most recent and date of filing statements on your pension (and spouse, if applicable), 401(k), profit sharing, and/or stock option plan. In addition, provide the type of plan, plan administrator, present vested benefit and date of hire. If you do not have a vested benefit, provide documentation from your employer verifying same.
- * Statement from your mortgage lender showing your mortgage balance on the date your dissolution was filed.
- * If you have children, any documents which would show the difference in monthly or weekly health insurance premiums you are paying for coverage for your child(ren) versus coverage for yourself, if any. This can be obtained from your HR department or insurance agent.
- * The Certificate of Title for each of your motor vehicles; if those cannot be found, then the current registration for each vehicle. Go to kbb.com and print up the

value of all vehicles, motorcycles, ATVs, trailers, boats, etc. using private party value.

- * Documents including prior divorce Decrees, Court Orders, canceled checks, or child support records evidencing any child support payments that you are currently paying or currently receiving for child(ren) other than the child(ren) in this case.
- * Statements showing any debt owed on any vehicles, boats, etc. with balance on the date of filing and as of the date you are providing this information.
- * If you have children, canceled checks or receipts that show any expenses for daycare/babysitting, or private or public schooling for your child(ren), such as tuition fees, uniforms and books.
- * Canceled checks or receipts that show any expenses for extracurricular or sporting activities for your child(ren) (if applicable).
- * Canceled checks or receipts that show any post-secondary (college or trade school) expenses for your child(ren), as well as any financial aid they receive (if applicable).
- * Any documents which evidence the date of filing cash surrender values on any life insurance policies you or your spouse owns and the policies themselves.
- * Any documents that show the value of any bonds, securities, investment accounts, IRAs and certificate of deposits on the date of filing and the date you are providing this information.
- * If you or your spouse have an interest in a business, please provide the following:
 - a. business tax returns for the last five (5) years;
 - b. profit and loss statements for the last five (5) years;
 - c. general ledgers for the last five (5) years;
 - d. any K-1's for the last five (5) years;
 - e. depreciation table for the last five (5) years;
 - f. accounts receivable and accounts payable for the last five (5) years; and
 - g. titles or leases to any business property.

Please use diligent efforts to locate and provide us with this information. All of this is necessary for proper management of your case.