

Financial Disclosure Checklist

In every case involving alimony, child support, attorney's fees or property, each party must disclose their financial documents and information, known as "Mandatory Financial Disclosure."

Please provide my office with the following documents:

FINANCIAL AFFIDAVIT

- A handwritten Financial Affidavit. Oftentimes this is required before I can file anything with the court. Please work on this first. It is ok for this to contain notes and explanations. My office will type this up neatly, footnoting important explanations and correcting your Affidavit for taxes.

INCOME:

- Tax returns for the last 3 years, with supporting forms (W-2, 1099, K-1)
- Forms W-2, 1099, and K-1 for this year if the tax return has not been prepared
- Corporate, partnership, and trust tax returns for the last 3 years
- 3 months of pay stubs
- If you receive income that is not reflected on a pay stub, then provide a handwritten statement identifying the source and amount of all income for the last 3 months

ASSETS:

- A copy of each deed for all real estate owned by you, individually or jointly with another person (you may find these on the property appraiser's website)
- 3 months of checking account statements (not a transaction history)
- 12 months of other account statements (savings, money market funds, CDs, share)
- The most recent statement for any pension, profit sharing, deferred compensation, or retirement account (ex: IRA, 401(k), 403(b), 457(b), SEP, KEOGH, etc.)
- 12 months of brokerage account statements
- The most recent statement and declarations page for any life insurance policy
- All promissory notes for the last year
- All present leases where you are the landlord

DEBTS:

- All loan applications prepared for any purpose within the last year (Ex: If you purchased a car, then you completed a loan application)
- 3 months of credit card statements

DEBTS (cont.):

- The most recent mortgage statement for all property
- The most recent automobile loan statement for every vehicle
- The most recent statement for any other debt, including student or personal loans
- All present leases in which you are the tenant

OTHER:

- A copy of health insurance cards covering you, your spouse and/or children
- All premarital and marital agreements between you and your spouse
- Any court order directing that you pay or receive spousal support or child support

You will save money by providing these to my office in an organized and timely manner. Failure to provide these documents quickly and completely could result in increased attorney's fees and possibly court fines.

You may be asked to update this information as required by Florida law. If your case is not resolved within 6 months, I may ask you to provide updated financial documents. **If your financial situation changes, please notify me immediately so that I may update your financial disclosure.** (Ex: a change in employment or loss of an investment)