



Checklist of Data/Documents to Provide
(for both parties)

1. **Income Tax Returns** (most recent 3 years). Both personal and business (for any business in which you have an interest entitling you to a copy of the return). Include all schedules and attachments, including W2, 1099s, K-1s and depreciation schedules.
2. **Estimated payments** made on taxes; IRS/State refunds due
3. **Personal Financial Statements** (last 3 years), including credit and loan applications, if any
4. **Business Financial Statements** (last 3 years) for every business for which you are a party, and YTD financial statements, if applicable
5. **Real Estate Documents.** Title documents and all documents stating value of real property in which either party has an interest, personal or business. Mortgages, including terms, and balance.
6. **Vehicles**, including title, model, year, mileage, condition and fair market value (www.kbb.com, using private party value). Documentation for any loans secured by the vehicles.
7. **Personal Debt.** All documents creating debt and most recent debt statements showing balance and payment terms.
8. **Investments.** Most recent documents identifying each investment, stating current value
9. **Employment benefits.** Most recent documents identifying employment benefits and stating current value, including deferred compensation, stock options, accrued sick leave or vacation or personal leave, supplemental executive retirement plan, bonus on retirement,
10. **Retirement Plans.** Most recent documents identifying each retirement plan (401k, IRA, pension, HSA), including current value. Please obtain copies of Summary Plan Descriptions from the Plan Administrator.
11. **Social Security statements** (can obtain from <https://s044a90.ssa.gov/apps6z/iss/main.html>) It takes 2-4 weeks.
12. **Bank/Financial Institution Accounts**, other financial instruments. Most recent documents identifying each account at banks and other financial institutions, including those of the children. Include all stocks, bonds, mutual funds, health savings accounts, securities, CDs, and non-retirement investment accounts.
13. **Income Documentation.** For income from employment, investment, government programs, gifts, trust distributions, prizes, and income from every other source. Include pay stubs, current income statement and final income statement for the prior year. Self employed parties to provide sworn statement of gross income, necessary business expenses and net income for past year and past three months.
14. **Employment and Education-Related Child Care Documentation.** Show average monthly employment-related child care expense including child care expense related to parents' education and job search.

15. **Insurance documentation.** For life, health and property insurance policies, showing current beneficiaries, coverage, cost (and portion related to children's health insurance), and payment schedule.
16. **Extraordinary children's expenses.** Documentation showing average monthly expense for all recurring extraordinary children's expenses.
17. **Details** of any safety deposit boxes, and their contents
18. **Household assets**, if you cannot agree how you will divide these equitable, then you will need agreed values and who wants what item (if necessary, start with a spreadsheet listing every item in every room)
19. **Documentation of any other personal assets**, such as money owed to you, water rights, contract rights, back maintenance or child support owed, frequent flyer miles, club memberships, security deposits made, prepaid expenses, timeshares,
20. **Any maintenance or child support** being received or paid from a previous marriage
21. **Personal Budgets** for ongoing situation.
22. **Credit Report from one of the main credit reporting agencies.**