

# CHECKLIST: GETTING ORGANIZED

If DIVORCE IS AT YOUR DOORSTEP, you need to develop an organizational system that will work for you and prevent you from drowning in a sea of paperwork. You will save time, money, and lower your stress levels if you can put your hands on a document the moment your lawyer, financial advisor or CPA asks for it. An accordion folder is a good way to keep everything in one place and it's portable so your files can go with you to meetings. You will want to re-label some of the tabs so they're specific to your situation. For instance:

- Documents for my Lawyer
- Documents for my Accountant
- Documents for my Financial Advisor
- Documents from my Lawyer
- Documents from my Accountant
- Documents from my Financial Advisor

**The following documents need to be produced in all contested dissolution of marriage cases as required by Florida Family Law Rule of Procedure 12.285 :**

(While we are familiar with the legal issues and provisions presented herein, our advisors are not qualified to render advice on legal or Tax matters. You should discuss any legal or Tax matters with the appropriate professional.)

**Please provide the following documents. On the line next to the disclosure request note one of the following:**

- N/A = Does Not Apply To me
- N/P = Not In My Possession / I Do Not Have Access To
- ✓ = Provided Herein

N/A N/P ✓

- Financial Affidavit (cannot be waived - Short form income<50K, Long form income>50k)
- All personal (1040) federal tax, gift tax, intangible tax, and person property tax returns for the preceding 3 years.
- Transcript of tax returns as provided by the IRS form 4506.
- IRS forms W-2, 1099 and K-1 for the past year.
- Pay stubs or other evidence of earned income for prior 3 months
- A statement identifying the source and amount of all income for the 3 years months before the service of the financial affidavit if not reflected in the pay stubs produced.
- All loan applications and financial statements prepared for any purpose or used for any purpose within the twelve (12) months preceding the service of the financial affidavit.
- All deeds to real estate in which you presently own or owned an interest within the past 3 years.
- All Promissory notes in which you presently own or owned an interest in within the past Twelve (12) months

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N/A N/P ✓

- All present leases in which you own an interest.
- Checking Accounts (All periodic statements for the last **3** months)
- Savings Accounts (All periodic statements for the last **3** months)
- Money Market Funds (All periodic statements for the last **3** months)
- Certificates of Deposits (All periodic statements for the last **3** months)
  
- All brokerage account statements for the last twelve (12) months.
- Most recent statement from any pension, profit sharing, deferred compensation or retirement plan (for example; 401k, 403(b), SEP, Keogh, etc.). And summary plan description for any such plan in which you are a participant or alternate payee.
- The declaration page, the last periodic statement and the certificate for any group insurance and for all life insurance policies insuring your life or the life of your spouse.
- All health and dental insurance cards covering either yourself or your spouse and your dependent child(ren).
- Corporate, partnership and trust tax returns for the last 3 tax years in which you have an ownership or interest greater than or equal to 30%.
- All credit cards and charge account statements and other records showing your (joint and individual) indebtedness as of the date of the filing of this action and for the prior 3 months.
- All promissory notes on which you presently owe or owed within the past year.
- All lease agreements you presently owe.
- All premarital and marital agreements between the parties in this case.
- If a modification proceeding, all written agreements entered into between the parties At any time since the order to be modified was entered.
- If a modification proceeding, all written agreements entered into between the parties At any time since the order to be modified was entered.
- All Documents and tangible evidence relating to claims for special equity or non-marital status of an asset or debt.
- Any court order directing that you pay or receive spousal support (alimony) or child support.