



Mandatory Disclosure

You will have a continuing duty to provide documentation, including your **Financial Affidavit**, whenever a **material** change in your financial status occurs. If you do not have any document please obtain it from the appropriate entity. Please advise as to any change in income, expenses, or assets and debts as we must amend the Financial Affidavit. You will need to provide to us the documents supporting the changes to the Financial Affidavit.

Please email or drop off the items below to our office by the date requested by the paralegal. Please complete and return the Mandatory Disclosure Instruction Sheet as well. **If you do not comply with this Mandatory Disclosure, the Court may impose sanctions against both you and this law firm. Any sanctions incurred by this law firm from the Court due to your non-compliance will be charged to you per our representation agreement.**

THE FOLLOWING ARE REQUIRED FOR FULL COMPLIANCE:

1. A Financial Affidavit. You have been provided a blank form.
2. All federal and state income tax returns, gift tax returns, and intangible personal property tax returns filed by you or for you for the past three years including all W2s, K1s, 1099s, etc.
3. IRS forms W-2, 1099, and K-1 for the past year, **if** the income tax return for that year has not been prepared.
4. Pay stubs or other evidence of earned income for the last three (3) months.

5. A statement by you identifying the amount and source of all income received from any source during the last three (3) months if such income is not reflected by the pay stubs produced.

6. All loan applications and financial statements prepared or used within the last twelve (12) months whether for the purpose of obtaining or attempting to obtain credit or for any other purpose.

7. All deeds held within the last three (3) years, all promissory notes within the last twelve (12) months, and all present leases, in which you own or owned an interest, whether held in your name jointly with any other person or entity, in your name as trustee or guardian for any other person, or in someone else's name on your behalf.

8. All periodic **statements** from the last three (3) months for all checking accounts, and from the last twelve (12) months for all other accounts (for example, savings accounts, money market funds, certificates of deposit, etc.), regardless of whether or not the account has been closed, including those held in your name individually, in your name jointly with any other person or entity, in your name as trustee or guardian for any other person, or in someone else's name on your behalf.

9. All brokerage account **statements** in which either party to this action holds or holds an interest for the last twelve (12) months, including those held in the party's name individually, in the party's name jointly with any other person or entity, in the party's name as trustee or guardian for any other person, or in someone else's name on the party's behalf.

10. The most recent statement for any profit sharing, retirement, deferred compensation, or pension plan (for example, IRA, 401(k), 403(b), SEP, KEOGH, or other similar account) in which you are a participant or alternate payee and the summary plan description for any retirement, profit sharing, or pension plan in which you are a participant or an alternate payee. (The summary plan description must be furnished to you upon request by the plan administrator as required by 29 U.S.C. § 1024 (b) (4).)

11. The declarations page, the last periodic statement, and the certificate for any group insurance for all life insurance policies insuring your life or the life of your spouse, and all current health and dental insurance cards covering either of the parties and/or their dependent children.

12. Corporate, partnership and trust tax returns for the last three (3) years if you have an ownership or interest in a corporation, partnership, or trust greater than 30%.

13. All credit card and charge account statements and other records showing your indebtedness for the last 3 months, whether owed in your name individually, in your name jointly with any other person or entity, in your name as trustee or guardian for any other person, or in someone else's name on your behalf.

14. All written premarital or marital agreements entered into at any time between the parties to this marriage, whether before or during the marriage. Additionally, in any modification proceeding, each party shall serve on the opposing party all written agreements entered into between them at any time since the order to be modified was entered.

15. All documents and tangible evidence supporting your claim of non-marital status of an asset or debt from prior to the date of marriage.

16. Any court orders directing you to pay or receive spousal or child support.