

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.**

PLEASE PUT YOUR DOCUMENTS IN DATE ORDER WITH THE OLDEST ON THE TOP AND THE MOST RECENT ON THE BOTTOM.

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., and all accompanying schedules and worksheets comprising the entire tax return.
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. If income tax returns have not been filed for any of the prior 2 years beyond the past year, then IRS forms W-2, 1099, and K-1 for those prior 2 years as well.
4. Pay stubs or other evidence of earned income for the last six (6) months before compliance with these disclosure requirements.
5. A statement by you identifying the amount and source of all income received from any source during the last 6 months if such income is not reflected by the pay stubs produced.
6. All loan applications, financial statements, credit reports, or other form of financial disclosure, including financial aid forms, prepared or used within the last 24 months whether for the purpose of obtaining or attempting to obtain credit or for any other purpose.
7. All deeds evidencing any ownership interest in property held at any time during the last 3 years, all promissory notes or other documents evidencing money owed to either party at any time within the last 24 months, and all leases, whether held in the party's name jointly with any other person or entity, in the party's name as trustee or guardian for a party or a

minor or adult dependent child of both parties, or in someone else's name on the party's behalf wherein either the party: (a) is receiving or has received payments at any time within the last 3 years for leased real or personal property, or (b) owns or owned an interest.

8. All periodic statements from the last 12 months for all checking accounts, and 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 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 a party or a minor or adult dependent child of both parties, or in someone else's name on the party's behalf. For all accounts that have check-writing privileges, copies of canceled checks and registers, whether written or electronically maintained, shall be produced, so that the payee and purpose of each individual instrument can be ascertained.

9. All brokerage account statements in which either party to this action held within the last 12 months or holds an interest including those held in the party's name individually, in the party's name jointly with any person or entity, in the party's name as trustee or guardian for a party or a minor or adult dependent child of both parties, for any other person, or in someone else's name on the party's behalf. For all accounts that have check-writing privileges, copies of canceled checks and registers, whether written or electronically maintained, shall also be produced, so that the payee and purpose of each individual instrument can be ascertained.

10. The most recent statement and statements for the past 12 months 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 the party is a participant or an alternate payee receiving payments and the summary plan description for any retirement, profit sharing, or pension plan in which the party is a participant or an alternate payee receiving payments. (The summary plan description must be furnished to the party on request by the plan administrator as required by 29 U.S.C. § 1024(b)(4),)

11. The most recent statement and statements for the past 12 months for any virtual currency transactions in which either party to this action participated within the last 12 months or holds an interest, including those held in the party's name individually, in the party's name jointly with any person or entity, in a party's name as trustee or guardian for a party or a minor child or adult dependent child of both parties, or in someone else's name on the party's behalf. Virtual currency is a digital representation of value that functions as a medium of exchange, a unit of account, and/or a store of value. A listing of all current holdings of virtual currency shall also be disclosed.

12. The declarations page, the last periodic statement, statements for the past 12 months, and the certificate for any group insurance for all life insurance policies insuring the party's life or the life of the party's spouse, and all current health and dental insurance cards covering either of the parties and/or their dependent children

13. Corporate, partnership, and trust tax returns for the last 3 tax years if the

party has an ownership or interest in a corporation, partnership or trust.

14. All promissory notes evidencing a party's indebtedness for the last 24 months, whether since paid or not, all credit card and charge account statements and other records showing the party's indebtedness as of the date of the filing of this action and for the last 24 months preceding compliance with these disclosure requirements, and all present lease agreements, whether owed 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 a party or a minor or adult dependent child of both parties, or in someone else's name on the party's behalf.

15. All written premarital or marital agreements entered into at any time between the parties to this marriage, whether before or during the marriage, and all affidavits and declarations of non-paternity or judgments or disestablishment of paternity for any minor of dependent children born or conceived during the marriage. Additionally, in any modification proceeding, all written agreements entered into between them at any time since the order to be modified was entered.

16. All documents supporting the producing party's claim that an asset or liability is nonmarital, for enhancement or appreciation of nonparty property, or for unequal distribution of marital property. The documents produced must be for the time period from the date of acquisition of the asset or debt to the date of production or from the date of the marriage, if based on premarital acquisition.

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