

Checklist for Compliance with Mandatory Financial Disclosure

In all divorce cases and in other cases where someone requests alimony, child support, payment of attorney's fees or the division of property, **Florida law requires each person to give the other person financial documents and information, known as "Mandatory Financial Disclosure."** This financial disclosure is required by law and must be completed within 45 days. **Please provide our office with the following documents:**

INCOME:

1. A Financial Affidavit
2. All personal (1040) Federal and State Income Tax Returns, Gift Tax Returns, and Intangible Personal Property Tax Returns for the preceding 3 years, including the related IRS forms W-2, 1099 and K-1.
3. IRS forms W-2, 1099, and K-1 for the past year if the Return for the past year has not been prepared.
4. Corporate, partnership, and trust tax returns for the last 3 years, if your ownership or interest is greater than or equal to 30% (if applicable)
5. Pay stubs or other evidence of earned income for the past 3 months.
6. If you receive income that is not reflected on a pay stub, then provide a statement identifying the source and amount of all income for the past 3 months.

ASSETS:

7. All deeds to real estate that you presently own or that you have owned an interest within the past 3 years. (You may find these on the property appraiser's website)
8. Monthly statements for all checking accounts for the last 3 months.
9. Monthly statements for all other bank accounts, including savings, money market funds, CDs and share accounts for the last 12 months.
10. Most recent statement for any pension, profit sharing, deferred compensation, or retirement plan (for example, IRA, 401(k), 403(b), 457(b), SEP, KEOGH, etc.) and a plan description for any plan in which you are the participant or alternate payee.
11. All brokerage account statements for the last 12 months.
12. For any life insurance policy, provide the declarations page, the last periodic statement and the certificate.
13. All promissory notes that you presently own or that you have owned an interest within the last 12 months.
14. All present leases in which you own an interest (where you are the landlord or lessor).

DEBTS:

15. All loan applications and Financial Statements prepared for any purpose within the last 12 months.
16. Monthly statements for all credit card or charge accounts for the last 3 months.
17. Most recent mortgage statement for all real property owned by you or the Other Party.
18. Most recent automobile loan statement for any vehicle owned by you or the Other Party.
19. Most recent statement for any other debt, liability or loan, held by you or the Other Party, including a line of equity, student loans, personal loans, or promissory notes.
20. All present leases in which you are the tenant or lessee.

OTHER:

21. All health and dental insurance cards covering either you or your spouse and/or your dependent child(ren).
22. All premarital and marital agreements between the Parties to this case.
23. If modification, all written agreements entered into between the Parties at any time since the last court order.
24. All documents relating to claims for non-marital status of an asset or debt.
25. Any court order directing that you pay or receive spousal support or child support.

Please provide our office with complete and current financial documents, and please provide these to us quickly. These documents are **due within 45 days** of filing the initial pleading in your case. **Failure to provide these documents quickly and completely may result in Court fines and increased attorney's fees.**

After you have provided our office with all of the financial information and documents listed above, our office will draft a "Certificate of Compliance with Mandatory Disclosure" for you to review and sign, swearing that you have provided the listed financial documents. The Certificate will be filed with the Court.

You may be asked to update this information as required by Florida law. If your case is not resolved within 6 months, we may ask you to provide updated financial documents. If your financial situation materially changes, please notify us immediately so that we may update your financial disclosure. An example of a material change would be a change in employment or loss of an investment.