Intelligent Divorce Made Possible

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We serve clients nationwide.

Financial Divorce Plan, LLC Client Checklist

Client Name: ______________________________

Date Mailed/Given to Client: _____/_____/______

Materials to be assembled by the client and/or the client's lawyer and provided to the Financial Divorce Plan, LLC may include, but are not necessarily limited to, the following:

Court Case/Hearing Information

- ❑ Draft of Divorce Decree
- ❑ Mediation Summary
- ❑ Information on Next Mediation Date
- ❑ Friend of the Court Child Support Recommendation
- ❑ Information on Next Court Date
- ❑ Interrogatories/Depositions/Requests for Information
- ❑ QDRO (Qualified Domestic Relations Order)

Financial Data

- ❑ Tax Returns – Last three years – For Client, Spouse, and Joint Personal Tax Returns
  - ❑ W-2s and 1099s – Last 3 Years
  - ❑ Partnership/Corporate Tax Returns
  - ❑ Any Amended Tax Returns

- ❑ Partnership/Corporate Financial Statements for Client and Spouse

- ❑ Payroll Stubs (3 most recent) for Client and Spouse

- ❑ Monthly Expenses for Client and Spouse

- ❑ Social Security Statements for Client and Spouse

- ❑ Life Insurance Policies and Most Current Statement for Client and Spouse (Personal and Through Work)

- ❑ Pension Plans (Defined Benefit and Defined Contribution) for Client's Plans:
  - ❑ Summary Plan Description
  - ❑ Benefits Booklet
  - ❑ Most Recent Statements (three years)

- ❑ Benefits Estimate:
  - ❑ At Earliest Retirement Age
  - ❑ At Normal Retirement Age
  - ❑ At Current Age (If Eligible)
  - ❑ Early Retirement Option Elections

❑ Pension Plans (Defined Benefit & Defined Contribution) for Spouse's Plans:
- ❑ Summary Plan Description
- ❑ Benefits Booklet
- ❑ Most Recent Statements (three years)
- ❑ Benefits Estimate:
  - ❑ At Earliest Retirement Age
  - ❑ At Normal Retirement Age
  - ❑ At Current Age (If Eligible)
- ❑ Early Retirement Option Elections

❑ Stock Options for Client and Spouse
- ❑ Benefits Booklets
- ❑ Most Recent Statements (three years)

❑ IRA, Roth IRA, Keogh, SEP, 401K, 403B, 457 & Non-Qualified Deferred Compensation Statements for Client and Spouse

❑ Primary Residence and Other Real Estate
- ❑ Appraisal
- ❑ Date of Purchase
- ❑ Purchase Price
- ❑ Original Mortgage Amount
- ❑ Current Mortgage Amount as of (date)
- ❑ Interest Rate/Length of Mortgage
- ❑ Monthly Payment
- ❑ Second Mortgage Info

❑ Cancelled Checks and Bank Statements for Client's and Spouse's Joint, Business, Partnership and Corporate Accounts for previous six months

❑ Savings/Passbook Account Statements for Client's and Spouse's Joint, Business, Partnership and Corporate Accounts for previous three years

❑ Statements regarding Securities, Money Markets, Brokerage, CDs, Commodities, Mutual Funds, Investment Accounts, Annuities, Stocks & Bonds for Client's and Spouse's Joint, Business, Partnership, and Corporate Accounts

❑ All Employee Benefit and Executive Compensation Booklets and Statements for Client and Spouse

❑ Wills, Trusts and Amendments or Codicils for Client, Spouse and Children

- ❑ Business or Partnership Agreements for Client or Spouse
- ❑ Children's Bank, Savings, Insurance and Investment Account Statements for Previous Three Years
- ❑ Loan and Credit Card Statements for Client's, Spouse's, Joint, Business, Partnership, and Corporate Accounts
- ❑ Listing of all individual, joint and business non-investment assets (cars, boats, furniture, jewelry, collections, etc.)
- ❑ Information on Any Cash or In-kind Transaction
- ❑ Other:____