FREQUENTLY REQUESTED DOCUMENTS

The process begins with gathering information. This information is necessary and provides an understanding of what the assets, liabilities, sources of income, and financial needs are of the family. Please review the list below and provide as many of the relevant documents as possible. While every effort is made to try to ask for all that we think is needed, additional requests may arise due to information learned after the initial review of the documents provided.

- Income tax returns (federal & state) for the last three years. W-2's should be included
- Last three pay statements showing deductions from gross pay. If earnings included bonuses and commissions, include all pay statements for the year
- For self-employed individuals, current year-to-date financial statements
- Business tax returns (such as Form 1120 (Corporations), Form 1065 (Partnerships), or Form 1120 (S Corporations) for the last three years
- Personal financial statements, including any printout of household record keeping done with financial software or spreadsheets
- Monthly/quarterly statements, for the most current twelve-month period, from bank checking & savings and check registers
- Most current statement for all accounts that will be listed on the enclosed Property and Debts package
- Listing of property acquired by gift or inheritance
- Health & disability insurance policies
- Current property tax statements on any real estate owned
- Partnership agreements, trust agreements, and related K-1's
- Documents evidencing ownership interests in closely held businesses
- List of safe deposit boxes, their locations, and exact contents at the date of separation from spouse
- Summary Plan Description from employer for all retirement plans
- Copy of beneficiary designations made on any retirement accounts
- Financial statements given to bank institution in connection with a recent loan application (within 2 yrs.)
- Bank accounts, broker accounts, etc. set up in children's names
- Most current statement of benefits from Social Security Administration
- Current credit report
- Financial Affidavits for both parties (applicable in divorce matters)
- Wills & Trust Agreements
- Employee Benefits Handbook
- Settlement proposals, if applicable

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