

## **LIST OF MANDATORY DOCUMENTS**

1. Financial Affidavit (form being provided to you via separate letter).
2. Child Support Guidelines Worksheet (we will prepare this on your behalf).
3. All personal (1040) federal and state tax income returns, gift tax returns, and intangible personal property tax returns for the preceding 3 years;  
  
IRS forms W-2, 1099, and K-1 for the past year because the income tax return for the past year has not been prepared.
4. Pay stubs or other evidence of earned income for the 3 months before the service of the financial affidavit.
5. A written statement identifying the source and amount of all income for the 3 months before the service of the financial affidavit, if not reflected on the pay stubs produced.
6. All loan applications and financial statements prepared for any purpose or used for any purpose within the 12 months preceding the service of the financial affidavit.
7. All deeds to real estate in which you presently own or owned an interest within the past 3 years; all promissory notes in which you presently own or owned an interest within the last 12 months; all present leases in which you own an interest.
8. All periodic statements for the last 3 months for all checking accounts and for the last year for all savings accounts, money market funds, certificates of deposit, etc.
9. All brokerage account statements 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), SEP, KEOGH, etc.) and summary plan description for any such plan in which you are a participant or alternate payee.
11. The declarations page, the last periodic statement, and the certificate for any group insurance for all life insurance policies insuring your life.
12. All health and dental insurance cards covering either of you and/or your dependent child(ren).
13. Corporate, partnership, and trust tax returns for the last 3 tax years, in which

you have an ownership or interest greater than or equal to 30%.

14. All credit card and charge account statements and other records showing your indebtedness as of the date of the filing of this action and for the prior 3 months; all promissory notes on which you presently owe or owed within the past year; all lease agreements you presently owe.
15. All premarital and marital agreements between the parties to this case.
16. If a modification proceeding, all written agreements entered into between the parties at any time since the order to be modified was entered.
17. All documents and tangible evidence relating to claims for special equity or nonmarital status of an asset or debt.
18. Any court order directing that you pay or receive spousal support (alimony) or child support.