

## **MANDATORY FINANCIAL DISCLOSURE**

Since the introduction of the Florida Family Law Rules of Procedure on January 1, 1996 and as amended on March 16, 1998 and then again on February 1, 1999, a great deal of emphasis has been placed on mandatory disclosure of financial information and documentation. The intent of these rules is to ensure that each party makes a full and complete disclosure of his or her financial status to the other. Failure to comply with this mandatory disclosure may result in sanctions against you, including being assessed fees for non-compliance and a denial of the relief or benefits that you seek from the Court. Complete compliance with the spirit and intent of these rules is strongly encouraged.

**Disclosure requirements – You must provide the information and documentation indicated below to this office at the very earliest opportunity. Except in the case of an emergency, your case will not be filed until our office has received the documents.**

**You have a continuing duty to supplement the documentation, including your financial affidavit. If a material change in your financial status occurs you must immediately notify our office and you must provide our office the documents supporting the amendments to be made to your financial affidavit. Documentation that is provided to the opposing party less than 24 hours before a hearing MAY NOT be used as evidence unless the court finds good cause for the delay.**

**Please also return with the documents a copy of this list. Please indicate in the margin of this list, those items not provided and an explanation of why they have not been provided, i.e. documents in possession of your spouse, not applicable in this case etc. Simply stating that a document is not provided is not acceptable.**

### **PLEASE PROVIDE THREE COPIES OF THE FOLLOWING DOCUMENTS:**

- 1.** A Financial Affidavit. The requirement cannot be waived. The Affidavit must be filed with the court. (Our office will prepare this document for your signature upon receipt of your completed client questionnaire).
- 2.** Personal (1040) federal and state income tax returns, gift tax returns, and intangible personal property tax returns for the preceding three (3) years; along with IRS forms W-2 Wage & Tax Statements, 1099, and K-1's. This includes a copy of all Schedules.
- 3.** Pay stubs or other evidence of earned income for the preceding three (3) months.
- 4.** Statement identifying the source and amount of all other income for the preceding three (3) months if not reflected on the pay stubs produced.
- 5.** All loan applications and financial statements prepared or used within the last 12 months, whether for the purpose of obtaining or attempting to obtain credit or for any other purposes.
- 6.** All deeds to real estate for three (3) years, all promissory notes, in which an interest has been owned within the last twelve (12) months and all present leases in which an interest is owned - whether held in your name individually, in your name jointly with any other

person or entity, in your name as a trustee or guardian for any other person, or in someone's else's name on your behalf.

7. All periodic statements for the last three (3) months for all checking accounts; and all periodic statements for the last twelve months for all savings accounts, money market funds, certificates of deposits, etc. - whether in your name individually, in your name jointly with any other person or entity, in your name as a trustee or guardian for any other person, or in someone's else's name on your behalf.
8. All brokerage account statements for the last twelve (12) months - whether in your name individually, in your name jointly with any other person or entity, in your name as a trustee or guardian for any other person, or in someone's else's name on your behalf.
9. Most recent statement for any profit sharing, retirement, deferred compensation, or pension plan (for example, IRA, 401(k), 403(b), SEP, KEOGH, etc.) and summary plan description for any such plan if named as a participant or alternate payee.
10. The declarations page, the last periodic statement, and the certificate for all life insurance policies insuring your life or the life or your spouse, whether group insurance or otherwise.
11. All health and dental insurance cards covering either party and any dependent children.
12. Corporate, partnership, and trust tax returns for the last three (3) years in which there is any ownership interest greater than or equal to 30%.
13. All promissory notes for the last 12 months. All credit card and charge account statements and other records showing all indebtedness, whether owed in your name individually, jointly with any other person or entity, as trustee or guardian for any other person, or in someone else's name on the your behalf as of the filing of this action and for the **last 3 months**. All lease agreements you presently owe.
14. All written premarital and marital agreements entered into at any time between you and your spouse, whether before or during the marriage.
15. If a modification proceeding, all written agreements entered into between the parties at any time since the order to be modified was entered.
16. All documents and tangible evidence relating to claims for an unequal distribution of marital property, enhancement or appreciation in nonmarital property, or nonmarital status of an asset or debt.
17. Any court order directing payment or receipt of spousal support (alimony) or child support.
18. Copy of your driver's license. If you update your license at any time during this case due to a change of address, etc. please provide a copy of the new license to our office.