Client Checklist

Materials to be assembled by the client and/or client's lawyer and provided to the CDFA® professional may include, but are not necessarily limited to, the following:

COURT CASE/HEARING INFORMATION

- ☐ Draft of Divorce Decree
- ☐ Friend of the Court Child Support Recommendation
- ☐ QDRO (Qualified Domestic Relations Order)
- ☐ Copies of any interrogatories/depositions/requests for information
- ☐ Information on the next court date, settlement meeting, or mediation session
- ☐ Information on any agreed upon deadlines

FINANCIAL DATA: CLIENT and SPOUSE

- ☐ Tax returns for the last three years: client, spouse, and joint
    - Personal Tax Returns
    - W-2s and 1099s
    - Partnership/Corporate Returns
    - Any amended tax returns
- ☐ Partnership/Corporate Financial Statements
- ☐ Three most recent payroll stubs
- ☐ Social Security statements
- ☐ Life Insurance policies and most recent statement (personal and through employer)
- ☐ Information on any cash or in-kind transactions
- ☐ Detailed breakdown of all expenses, whether personal or joint, on month-to-month and annual basis
- ☐ Defined benefit and defined contribution pension plans:
    - Summary of 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

Client Checklist

Materials to be assembled by the client and/or client's lawyer and provided to the CDFA® professional may include, but are not necessarily limited to, the following:

FINANCIAL DATA: CLIENT and SPOUSE (continued)

- ☐ Stock options:
  - Benefits booklet
  - Most recent statements (three years)
- ☐ IRA, Roth IRA, Keogh, SEP, 401(k), 403(b), 457 and Non-Qualified Deferred Compensation statements
- ☐ Primary residence and other real estate:
  - Appraisal
  - Date of purchase
  - Purchase price
  - Original mortgage amount
  - Current mortgage amount
  - Interest rate/length of mortgage
  - Monthly payment
  - Particulars of second mortgage, if any
- ☐ Listing of all individual, joint and business non-investment assets (e.g., cars, boats, jewelry, collections, etc.) and their values as at the date of marriage, the date of separation or valuation, and the most current date
- ☐ Cancelled checks and bank statements for all personal, joint, business, partnership and corporate accounts for the previous six months
- ☐ Savings/passbook account statements for all personal, joint, business, partnership and corporate accounts for the previous three years
- ☐ Statements regarding securities, money markets, brokerage, CDs, commodities, mutual funds, investment accounts, annuities, stocks and bonds for all personal, joint, business, partnership and corporate accounts
- ☐ All employee benefit and executive compensation booklets and statements
- ☐ Wills, trusts, and amendments or codicils
- ☐ Business or partnership agreements
- ☐ Children's bank, savings, insurance and investment account statements for the previous three years
- ☐ Loan and credit card statements for all personal, joint, business, partnership and corporate accounts

Client Checklist

Materials to be assembled by the client and/or client's lawyer and provided to the CDFA® professional may include, but are not necessarily limited to, the following:

FINANCIAL DATA: OTHER

- [ ] ______________________________
- [ ] ______________________________
- [ ] ______________________________
- [ ] ______________________________