COMMON CENTS PLANNING
239 Baltimore Pike • Glen Mills, Pennsylvania 19342
Phone: 610-361-0865 • Fax: 610-361-0869
www.commoncentsplanning.com

Divorce Document Checklist

In order to complete/begin the casework on your file, please provide the following information as soon as possible.

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 Info
- ☐ QDRO (Qualified Domestic Relations Order)

FINANCIAL DATA

- ☐ Tax Returns For Client, Spouse, and Joint (Last 3 Years)
  - ☐ 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 for Client and Spouse (3 Most Recent)
- ☐ 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 (3 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 (3 Years)
  - ☐ Benefits Estimate:
    - ☐ At Earliest Retirement Age
    - ☐ At Normal Retirement Age
    - ☐ At Current Age (If Eligible)
  - ☐ Early Retirement Option Elections

COMMON CENTS PLANNING
239 Baltimore Pike • Glen Mills, Pennsylvania 19342
Phone: 610-361-0865 • Fax: 610-361-0869
www.commoncentsplanning.com

FINANCIAL DATA CONTINUED

- ☐ Stock Options for Client and Spouse
  - ☐ Benefits Booklets
  - ☐ Most Recent Statements (3 years)
- ☐ IRA, Roth IRA, Keogh, SEP, 401(k), 403(b), 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
- ☐ 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 and 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
  - ☐ Current Mortgage Amount as of ________________
  - ☐ Interest Rate/Length of Mortgage
  - ☐ Monthly Payment
  - ☐ Second Mortgage Information
- ☐ Children's Bank, Savings, Insurance and Investment Account Statements for Previous three years
- ☐ Mortgage, 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 Transactions
- ☐ Other: ______________________________

  ____

  ____