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DOCUMENTATION CHECKLIST

In order to complete/begin the casework on your fie, 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 Nest Court Date
- Interrogatories/Depositions/Requests for Information
- QDRO (Qualified Domestic Relations Order)

Financial Data

- Tax Returns – last three years – for Husband, Wife, Joint
    - Person tax returns
    - W-2's and 1099's – last 3 years
    - Partnership/Corporate Tax Returns
    - Any Amended Tax Returns
- Partnership/Corporate Financial Statements for Husband and Wife
- Payroll Stubs for 3 most recent pay periods for Husband and Wife
- Monthly Expenses for Husband and Wife
- Life Insurance policies and most recent periodic statements for Husband and Wife – personal and work related policies
- Qualified Plans (defined benefit and defined contribution) for Husband and Wife
    - 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
- Stock Options for Husband and Wife
    - Benefits booklets
    - Most recent statements – 3 years

Financial Data Continued

- IRA, Roth IRA, Keogh, SEP, 401(k), 403(b), 457 and Non- Qualified Deferred Compensation Statements for Husband and Wife
- Primary Residence and Other Real Estate
  - Appraisal
  - Date of Purchase
  - Original Mortgage Amount
  - Current Mortgage Amount
  - Interest rate/length of mortgage
  - Monthly payment
  - Second mortgage information
- Cancelled checks and bank statements for Husband's and Wife's Joint, Business, Partnership and Corporate accounts for previous 3 years
- Savings/Passbook account statements for Husband's and Wife's Joint, Business, Partnership and Corporate accounts for previous 3 years
- Statements regarding Securities, Money Markets, Brokerage, CDs, Commodities, Mutual Funds, Investment Accounts, Annuities, Stocks and Bonds for Husband's and Wife's Joint, Business, Partnership, and Corporate accounts
- All Employee Benefit and Executive Compensation booklets and statements for Husband and Wife.
- Wills, Trusts, and Amendments or Codicils for Husband, Wife and Children
- Business/Partnership Agreements for Husband and Wife
- Children's Bank, Savings, Insurance and Investment Account statements for 3 years
- Loan and Credit Card Statements for Husband's and Wife's Joint, Business, Partnership and Corporate accounts
- Listing of all individual, joint, and business non-investment assets such as cars, boats, furniture, jewelry and collections
- Information on any cash or in-kind transaction
- Other ____

Client Name: ____

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Date Mailed/ Given to Client ______/_______/______

ALL DOCUMENTS AND INFORMATION PROVIDED TO ASSET ANALYSIS, LLC WILL BE HELD IN COMPLETE CONFIDENCE AND WILL ONLY BE DISCUSSED WITH ATTORNIES INVOLVED IN THE CASE OR OTHERS AS APPROVED BY THE CLIENT(S).