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MANAGEMENT GROUP

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DIVORCE PLANNING CHECKLIST

Materials to be assembled are not necessarily limited to, the following:

Financial Data: Client and Spouse

- [ ] Tax returns for the last three years: client, spouse, and joint
    - Personal Tax Returns, including all schedules and attachments
    - W-2s and 1099s
    - Partnership/Corporate Returns
    - Any amended tax returns
- [ ] Partnership/Corporate Financial Statements
- [ ] Three most recent pay stubs, including year-to-date, showing all income and deductions
- [ ] Social Security Statements

Life insurance policies and most recent statement (personal and through employer)

- [ ] Information on cash or in-kind transactions
- [ ] Detailed breakdown of all expenses, whether personal or joint, on a month-to-month and annual basis
- [ ] Detailed 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

Financial Data: Client and Spouse

- [ ] Stock Options:
  - Benefits bookley
  - 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/legnth 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 at the date of marriage, the date of separation or valuation, and the most current date

- [ ] Information regarding all outstanding loans (either bank or private) and debts, including rate, term, monthly payment and statements at date of separation and the most current date.

- [ ] Cancelled checks and bank statements for all personal, joint, business, partnership, and corporate accounts for the previous three years

Financial Data: Client and Spouse

- [ ] 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, including information on any non-cash benefits such as company car, cell phone, etc.
- [ ] 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
- [ ] Prenuptual Agreement
- [ ] Documents to support any items claimed as gifts or inheritance
- [ ] Details and estimated values of any reward point plans (e.g. frequent flyer miles, credit card rewards, etc.)