

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 a 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
- 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

Financial Data: Other

- _____

- _____

- _____

- _____

