

## **MANDATORY DISCLOSURE CHECKLIST**

Pursuant to Rule 12.285, Florida Family Law Rules of Procedure, each party to a family law action is **REQUIRED** to provide certain financial disclosures.

Once you have gathered the documents, **send to us this checklist and the disclosures** in the order they appear below. The best method for sending the documents would be to share a Google Drive Folder or by email.

	<b>Disclosure</b>	<b>What does this mean?</b>	<b>(Y or N)</b>
1	Financial Affidavit	The long or short form we provided	
2	Federal and state income tax returns, gift tax returns, and intangible personal property tax returns filed by the party or on the party's behalf for the past 3 years	3 years of tax returns, personal and business	
3	IRS Forms W-2, 1099, and K-1 for the past year, if the income tax return for the past year has not been prepared	If 2020's return has not been prepared, you must provide these documents from 2020	
4	Pay stubs or other evidence of earned income for the 6 months before compliance with these disclosure requirements	Pay stubs or other proof of income from the past 6 months	
5	A statement by the producing party identifying the amount and source of all income received from any source during the 6 months preceding these disclosure requirements if not reflected on the pay stubs produced	If you have income in addition to what is on your pay stubs, you must provide a sworn statement as to how you receive that income from the past 6 months	
6	All loan applications, financial statements, credit reports, or any other form of financial disclosure, including financial aid forms prepared or used within the 24 months preceding compliance with these disclosure requirements, whether for the purpose of obtaining or attempting to obtain credit or for any other purpose	If you have applied for any loan or any sort of credit in the past 24 months, you must disclose these documents	
7	All deeds evidencing any ownership interest in property held at any time during the last 3 years, all promissory notes or other documents evidencing money owed to either party at any time within the last 24 months, and all leases, whether held in the party's name individually, in the party's name jointly with any other person or entity, in the party's name as trustee or guardian for any	You must provide all deeds to any property you have owned in the last 3 years; you must provide documents that show proof of money owed to you in the form of a promissory note or a lease in the last 2 years	

	<p>other person, or in someone else’s name on the party’s behalf wherein either the party:</p> <p>A) Is receiving or has received payments at any time within the last 3 years for leased real or personal property, or</p> <p>B) Owns or owned an interest</p>		
8	<p>All periodic statements from the last 12 months for all checking accounts and for all other accounts (for example, savings accounts, money market funds, certificates of deposit, etc.), regardless of whether or not the account has been closed, including those held in the party’s name individually, in the party’s name jointly with any other person or entity, in the party’s name as trustee or guardian for any other person, or in someone else’s name on the party’s behalf. For all accounts that have check writing privileges, copies of cancelled checks and registers, whether written or electronically maintained, shall also be produced, so that the payee and purpose of each individually instrument can be ascertained</p>	<p>All bank statements, savings accounts statements, CDs, money market accounts, etc, for the past year must be provided. If you write checks, then copies of all checks must be provided from the past year. If you own a business, then the business’ financial accounts must be disclosed as well.</p>	
9	<p>All brokerage account statements in which either party to this action held within the last twelve months or holds an interest including those held in the party’s name individually, in the party’s name jointly with any other person or entity, in the party’s name as trustee or guardian for any other person or in someone else’s name on party’s behalf. For all accounts that have check writing privileges, copies of cancelled checks and registers, whether written or electronically maintained, shall also be produced, so that the payee and purpose of each individually instrument can be ascertained</p>	<p>Statements for the past year of any stocks that you own or partially own must be disclosed</p>	
10	<p>Most recent statement and statements for the past 12 months for any profit sharing, retirement, deferred compensation or pension plan. (for example, IRA, 401(k), 403(b), SEP, KEOGH, etc.) in which the party is a participant or alternate payee and</p>	<p>Statements from the past year of any retirement accounts</p>	

	the summary plan description for any retirement, profit sharing, or pension plan in which the party is a participant or an alternate payee. (The summary plan description must be furnished to the party or request by the plan administrator as required by 29 U.S.S. 1024(6)(4).)		
11	The most recent statement and statements for the past 12 months for any virtual currency transactions in which either party to this action participated within the last 12 months or hold an interest, including those held in the party's name individually, in the party's name jointly with any person or entity, in the party's name as trustee or guardian for a party or a minor or adult dependent child of both parties, or in someone else's name on the party's behalf. Virtual currency is a digital representation of value that functions as a medium of exchange, a unit of account, and/or a store of value. A listing of all current holdings of virtual currency shall also be disclosed	Statements from the past year of all virtual app type accounts including, CashApp, Venmo, Apple Pay, Paypal, Zelle, GPay, etc.	
12	The declarations page, last periodic statement, statements for the past 12 months, and certificate for all life insurance policies insuring the party's life or the life of the party's spouse, whether group insurance or otherwise, and all current health and dental insurance cards covering either of the parties and/or their dependent children	The declarations page, statements from the last year, and copies of the cards for all life insurance policies, health insurance policies, and dental insurance policies for you, your spouse, and children.	
13	Corporate, partnership, and trust tax returns for the last three tax years if the party has an ownership or interest in a corporation, partnership, or trust	3 years of tax returns for any businesses in which you own or have an interest	
14	All promissory notes evidencing a party's indebtedness for the last 24 months, whether since paid or not, all credit cards and charge account statements and other records showing the party's indebtedness as of the date of the filing of this action and for the last 24 months preceding compliance with these disclosure requirements, and all present lease agreements, whether owned in	Statements for the last 2 years for all credit cards, loans, car loans, home loans, etc. (Basically anything you owe money)	

	the party's name individually, in the party's name jointly with any other person or entity, in the party's name as trustee or guardian for any other person, or in someone else's name on the party's behalf		
15	All written Premarital or marital agreements entered at any time between the parties to this marriage, whether before or during the marriage. Additionally, in any modification proceeding, each party must serve on the opposing party all written agreements entered between them at any time since the order to be modified was entered	Copies of any prenuptial agreements	
16	All documents and tangible evidence supporting the producing party's claim that an asset or liability is nonmarital, for enhancement or appreciation of nonmarital property, or for an unequal distribution of marital property. The documents and tangible evidence produced must be for the time period from the date of acquisition of the asset or debt to the date of production or from the date of the marriage, if based on premarital acquisition.	Documentation of anything that shows why an asset/debt should not be marital	
17	Court orders directing that a party to pay or receive spousal or child support	Orders from prior court cases or from DOR ordering child support or alimony	