

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, share them with us using the Google Drive link that we provide you. This method is the most cost-effective way to share documents. This link provides instructions on how to use Google Drive:

<https://www.cloudwards.net/how-to-upload-to-google-drive/>.

If you cannot use Google Drive, you may send the documents via e-mail to assistant@heatherbryanlaw.com or bring documents to the office.

Once all the documents are uploaded, please send us a message through the Portal letting us know that your mandatory disclosures are complete. Again, these are REQUIRED. If you do not have an item in your possession, you are required to obtain the item. For example, to obtain your previously filed taxes, you may request them at <https://www.irs.gov/individuals/get-transcript>. If you do not have certain items because they just do not exist, for example, stocks or a retirement account, then please let us know in your message which items do not exist.

Finally, the documents MUST be the actual document requested. For example, if a credit card statement is requested, you must provide the pdf statement, NOT A SCREENSHOT. And, ALL pages of the statement must be provided, not the first page.

1. Financial Affidavit
2. 2020 tax return
2021 tax return
2022 tax return
3. 2022 W2, 1099, or K-1
4. Pay stubs for the past 6 months
5. If you do not have any documentation or proof of income, you MUST provide a written statement explaining your income over the past 6 months
6. 2 years of the following types of financial statements:
Loan applications
Credit Reports
Financial aid forms
7. 3 years of the following types of property documents:
Deeds for every property/home you have an interest over the last 3 years
Leases for every property/home/apartment you have an interest over the last 3 years
Contracts (formal or informal) for any money owed to you over the last 3 years

You must provide documentation whether or not the account has been closed and whether or not the account is held jointly with any other person.

8. 12 months of banking statements:

Banking statements
Savings statements
Money market statements
CD statements

You must provide documentation whether or not the account has been closed and whether or not the account is held jointly with any other person.

9. 12 months of brokerage account statements:

All brokerage account statements
This is any account in which you buy/trade securities/stocks/bonds

You must provide documentation whether or not the account has been closed and whether or not the account is held jointly with any other person.

10. 12 months of retirement statements AND the Summary Plan Description:

Profit sharing statements
Deferred compensation statements
Pension plans
(IRA, 401(k), 403(b), KEOGH, etc.)

You must provide documentation whether or not the account has been closed and whether or not the account is held jointly with any other person.

11. 12 months of virtual currency transaction statements:

Venmo
Zelle
Cash App
Apple Pay

You must provide documentation whether or not the account has been closed and whether or not the account is held jointly with any other person.

12. Insurance information:

Declarations page
12 months of statements
Certificate of life insurance policy
Copies of front/back of health and dental insurance cards for parties and dependent children
Benefits Cost (per pay period)

13. Business information:

2020 business tax return
2021 business tax return
2022 business tax return

You must provide documentation whether or not the business has been closed and whether or not the business is held jointly with any other person.

14. 24 months of debt statements:

Credit card statements

Student loan statements

Car payment statements

Mortgage statements

Any debt that you owe statements

You must provide documentation whether or not the account has been closed and whether or not the account is held jointly with any other person.

15. Prenuptial or Postnuptial agreement

16. Any documents that support a claim that certain asset or liability is non-marital OR that there should be an equitable distribution of marital property

17. Court orders for child support or alimony