Mandatory Disclosure Instruction Sheet

Attached	Exists but not in possession	N/A	
☐	☐	☐	1. ***Financial Affidavit*** – see attached instruction sheet for a line by line aid in filling out this form.
☐	☐	☐	2. ***Federal & State Income Tax Returns, Gift Tax Returns, & Intangible Personal Property Tax Returns*** – We will need these returns for the *past 3 years*. If you do not have immediate access to this information, you may contact your CPA or provide us with your CPA's information and we will contact them for you. Should this not be an option, these returns can be retrieved from the IRS directly by signing a form 4506, which we can provide to you.
☐	☐	☐	3. ***IRS Forms***: W2/1099/K-1 – We will need these forms for the *past year* if a tax return for the last year has yet to be filed.
☐	☐	☐	4. ***Pay-Stubs*** – Please provide us copies of pay-stubs for the *past 3 months*.
☐	☐	☐	5. ***Other Earned Income not documented on Pay-Stubs*** – Please provide a statement of the amount and source of earned income that is not documented by the Pay-Stubs that you have provided to us for the *3 months prior* to the service of the financial affidavit. Examples: payments from rental property, dividend payouts, monthly annuity payouts, *et cetera*.
☐	☐	☐	6. ***Loan Applications and Financial Statements*** – In the last 12 months, if you have applied for any loans or filled in any financial statements to obtain credit, we will need a copy.
☐	☐	☐	7. ***Property Interests and Indications of Intent to Repay*** – Please provide us with the information listed below as follows:
☐	☐	☐	a. Deeds to Property: last 3 years If you own* any real estate, or have owned and sold real estate within the last 3 years, we will need a copy of the deed to those properties.
☐	☐	☐	b. Current Lease Agreements: last 12 months
☐	☐	☐	c. Promissory Notes: last 12 months A promissory note is a signed agreement that promises payment of a sum of money on demand or at a particular time; whether this is a debt owned to you or a promise you have made to repay someone else.

* This statement refers to property owned by yourself or with any other person, or if you are a trustee or guardian for any other person, or if there is property that is in someone else's name on your behalf.

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☐	☐	☐	8. ***Periodic Statements*** – This section refers to all bank accounts that are in your name, in your name with someone else or entity, in your name as a guardian or trustee for another person, or in someone else's name on your behalf. Please provide us with the statements as follows:
☐	☐	☐	a. Checking Account Statements: Last 3 months
☐	☐	☐	b. Savings Accounts: Last 12 months
☐	☐	☐	c. Money Market Accounts: Last 12 months
☐	☐	☐	d. CD's: Last 12 months
☐	☐	☐	e. Other[†]: ____________ Last 12 months
☐	☐	☐	9. ***Brokerage Account Statements*** – If in the past year, you or your spouse had/have accounts with a financial advisor (ex.: Merrill Lynch, UBS PaineWebber, Morgan Stanley, *etc.*) or with a brokerage firm (ex.: E-trade, *etc.*) please provide a copy of the most recent statement.[‡]

Brokerage Company	Account Number
____________	____________
____________	____________
____________	____________
____________	____________
____________	____________
____________	____________

[†] Please note that this is not an all inclusive list, if you have any other types of accounts that would fall in this category, you will need to provide us with those statements as well.
[‡] This section applies to all brokerage account statements that are in your name (or spouses), in your name (or spouses) with someone else or entity, in your name (or spouses) as a guardian or trustee for another person, or in someone else's name on your (or spouses) behalf.

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☐	☐	☐	10. *Retirement Accounts* -- Please provide the most recent statement *and* the summary plan[§] description, in which you are a participant or alternate payee. Please note that this is not an all inclusive list and you should provide us with documentation for all applicable accounts. ☐ a. IRA ☐ b. Roth IRA ☐ c. Rollover IRA ☐ d. 401(K) ☐ e. SEP ☐ f. KEOGH ☐ g. Other: ____________________
☐	☐	☐	11. ***Insurance Policies*** –
☐	☐	☐	a. ***Life Insurance*** – A copy of the declarations page (front page of policy), last periodic statement (including the latest bill for payment and the current statement showing current cash value, if any), and the certificate for all life insurance policies insuring your life and the life of your spouse.
☐	☐	☐	b. ***Health and Dental Insurance*** – A copy of your health and dental cards covering either of the parties and/or their dependent children.
☐	☐	☐	12. ***Ownership Interest in a Corporation, Partnership, or Trust*** – if you have greater than 30% interest in a corporation, partnership, or trust, please provide copies of the *last 3 years* tax returns.
☐	☐	☐	13. ***Credit Card and Charge Account Statements***[**] – Please provide all credit and charge account statements and other records showing your debt for the past 12 months. Please list each credit card and the account number for each account -- attach an additional sheet if necessary.

Credit Card	Account Number
____________________	____________________
____________________	____________________
____________________	____________________
____________________	____________________

[§] The summary plan must be furnished to you, upon request, by the plan administrator as required by Federal Law. If you do not know who the plan administrator is, you should be able to get this information from your employer's HR department.

[**] You may wish to pull a copy of your credit report from the 3 credit reporting bureaus to assure that you have included everything. Experian: www.experian.com; TransUnion: www.transunion.com; Equifax: www.equifax.com.

Attached	Exists but not in possession	N/A	
☐	☐	☐	14. ***Marital Agreements*** – Please provide a copy of all premarital or marital agreements (also known as pre-nuptial, post-nuptial, and ante-nuptial agreements) that were entered into between you and your spouse. Please include copies of any modified agreements.
☐	☐	☐	15. ***Non-marital Assets/Liabilities*** – Please provide documentation showing the date that you acquired assets or debts that you are claiming are non-marital property. For example: a 401(K) statement dated prior to the date of marriage; a bank statement showing your balances prior to the date of marriage; a deed to property dated prior to the date of marriage; *et cetera*.
☐	☐	☐	16. ***Child Support and Spousal Support*** – If you are under a court order, from anywhere, to pay or receive any child or spousal support, please provide a copy of the court order.