

Financial Document Checklist & Form

One of your first assignments in a divorce proceeding will be to gather the paperwork necessary to document you and your spouse's income, assets, and debts. In many instances, these documents are required by Washington State law in a divorce. Some of the documents you may have access to and others your spouse may have access to.

The following list is not exhaustive but if you can provide them to your attorney, it will greatly help them prepare your case. If you typically do not keep documents (bank statements for example), you can often obtain several months from your financial institutions online system or you can order copies directly from the financial institution.

Income - Please provide least 6 months' worth of pay stubs

Income	I Have	Spouse Has	Does Not Exist
Pay Stubs, Earnings Statements, Commission statements or other documentation of your income on a monthly basis	_____	_____	_____
Spouse's Pay Stubs, Earning Statements, Commission statements or other documentation of your income on a monthly basis	_____	_____	_____
Tax Returns for past 2 years with all attachments (W2, 1099, K1, etc.) and all schedules	_____	_____	_____
Your Social Security Statements	_____	_____	_____
Spouse's Social Security Statements	_____	_____	_____
Your Disability Insurance Statements	_____	_____	_____
Spouse's Disability Insurance Statements	_____	_____	_____
Your Unemployment or Worker's Compensation Benefits	_____	_____	_____
Spouse's Unemployment or Worker's Compensation Benefits	_____	_____	_____
Any other documents reflecting income to you or your spouse (trust distributions, severance pay, etc.) whether taxable or not.	_____	_____	_____

Banking/Credit Cards – Please provide at least the past 12 months of statements

Banking	I Have	Spouse Has	Does Not Exist
Your Checking and Savings Accounts	_____	_____	_____
Spouse's Checking and Savings Accounts	_____	_____	_____
Your Certificates of Deposit	_____	_____	_____
Spouse's Certificates of Deposit	_____	_____	_____
Your Credit Card Statements	_____	_____	_____

Spouse's Credit Card Statements _____

Housing/Mortgage – Please provide the most current statements

Housing/Mortgage	I Have	Spouse Has	Does Not Exist
1st Mortgage Statements	_____	_____	_____
2nd Mortgage Statements	_____	_____	_____
Home Equity Line Statements	_____	_____	_____
Loan/Closing Documents for All Mortgages	_____	_____	_____
Deeds/Title to All Real Property	_____	_____	_____
Lease Agreement for all Rental Property	_____	_____	_____
Any appraisals for real property or any other documents showing the value of the property	_____	_____	_____
Home Owner's Insurance Policy and Invoice(s)	_____	_____	_____
Renter's Insurance Policy and Invoice(s)	_____	_____	_____

Non-Retirement Assets – Please provide the past 12 months of statements

Non-Retirement	I Have	Spouse Has	Does Not Exist
Your Brokerage/ Investment Statements	_____	_____	_____
Spouse's Brokerage/Investment Statements	_____	_____	_____
Your Stock/Bond Statements	_____	_____	_____
Spouse's Stock/Bond Statements	_____	_____	_____
Copy of Your Bonds	_____	_____	_____
Copy of Your Spouse's Bonds	_____	_____	_____
Any Other Investment of Yours	_____	_____	_____
Any Other Investment of Your Spouse's	_____	_____	_____
All other documents showing any investments in your name, your spouse's name or both your names jointly	_____	_____	_____

Retirement – Please provide the past 12 months of statements and plan booklet or other documents describing plan

Retirement	I Have	Spouse Has	Does Not Exist
Your IRA Statements	_____	_____	_____
Spouse's IRA Statements	_____	_____	_____
Your 401K Statements & summary plan description	_____	_____	_____
Spouse's 401K Statements & summary plan	_____	_____	_____

description

Your Profit Sharing Information and Statements	_____	_____	_____
Spouse's Profit Sharing Information and Statements	_____	_____	_____
Your Keog Plan	_____	_____	_____
Spouse's Keog Plan	_____	_____	_____
Your Deferred Compensation Plan	_____	_____	_____
Spouse's Deferred Compensation Plan	_____	_____	_____
Your Union or Other Pension Plan	_____	_____	_____
Spouse's Union or Other Pension Plan	_____	_____	_____
Any Other Retirement Plan of Yours	_____	_____	_____
Any Other Retirement Plan of Your Spouse's	_____	_____	_____
Your Stock Option Agreement and Statements	_____	_____	_____
Spouse's Stock Option Agreement and Statements	_____	_____	_____
Your State or Federal Govt. Pension Plan	_____	_____	_____
Spouse's State or Federal Govt. Pension Plan	_____	_____	_____
Your Military Retirement Info and Statements	_____	_____	_____
Spouse's Military Retirement Info and Statements	_____	_____	_____

Cars, Boats, Off Road Vehicles, etc.

Vehicles	I Have	Spouse Has	Does Not Exist
A list of all vehicles owned or leased by you, your spouse or jointly (cars, trucks, motorcycles, RVs, airplanes, 4wheelers, etc.)	_____	_____	_____
Titles for all Vehicles	_____	_____	_____
Current Loan Statements for Each Vehicle	_____	_____	_____
Current Vehicle Insurance Policy(ies) and billing statement	_____	_____	_____
Current Kelly Blue Book or Other Appraisal Value	_____	_____	_____

Personal Property –Furniture, equipment, tools, electronics, jewelry, inheritances, etc.

Personal Property	I Have	Spouse Has	Does Not Exist
List of all personal property purchased/owned BEFORE marriage	_____	_____	_____
List of all personal property purchased/owned AFTER marriage	_____	_____	_____
List of all gifts received by you from others (not your spouse) DURING marriage. (Include who gave it and when).	_____	_____	_____

All documents reflecting any inheritance received by you before or after marriage

Other Miscellaneous Documents

Other Documents	I Have	Spouse Has	Does Not exist
Pre-Nuptial Agreements	_____	_____	_____
Separate Property Agreements	_____	_____	_____
Community Property Agreements	_____	_____	_____

Businesses –If you own a business, please provide the past 3 to 5 years’ worth of documents

Businesses	I Have	Spouse Has	Does Not Exist
Tax Returns for Past 3 years with all schedules and attachments	_____	_____	_____
Inventory Lists	_____	_____	_____
Accounts Receivable	_____	_____	_____
Financial Statements – Balance Sheets, Profit and Loss Statements (Income Statement), Statement Of Cash Flows	_____	_____	_____
List of All Assets Owned by the Business	_____	_____	_____
List of All Debts Owed by the Business	_____	_____	_____
All Documents Showing Value of Business	_____	_____	_____
Any Appraisals of the Business within last 5 years	_____	_____	_____
Banking Statements	_____	_____	_____
Business Check Registers	_____	_____	_____
Monthly Statements/ Bills	_____	_____	_____
All Business Agreements including Articles of Incorporation, LLC Agreements, etc.	_____	_____	_____