Client Information Checklist

For Equitable Distribution/ Property Distribution

Schulz Stephenson Law

www.CarteretLaw.com

CLIENT INFORMATION CHECKLIST
FOR EQUITABLE DISTRIBUTION / PROPERTY DISTRIBUTION

WHAT TO PROVIDE OUR OFFICE WHEN WE REPRESENT YOU IN YOUR EQUITABLE DISTRIBUTION / PROPERTY DISTRIBUTION MATTERS:

( ) State and Federal Tax Returns for the past five (5) years including W-2s and 1099s.

( ) Copies of any financial statements, including balance sheets and income statements for the past five (5) years for you personally or any business in which you are a partner/owner.

( ) Copies of corporate documents including Articles of Incorporation, Minutes and Stock ledger for any business in which you are a partner/owner.

( ) Completed needs and expenses worksheet.

( ) Copy of your most recent pay stub.

( ) Completed domestic questionnaire (provided by Law Firm during initial consult)

( ) Your last retirement/401(k) profit sharing benefit statement.

( ) Copies of all bank statements and canceled checks from one month prior to separation to present.

( ) Copies of titles to any automobiles, boats, trailers, etc.

( ) Copies of the most recent registration card for all vehicles.

( ) Copy of the most recent statement showing date of separation balance owing on any car, truck, camper, boat loans.

( ) Copies of all credit card, finance company, loan statements or promissory notes reflecting balance due as close to date of separation as possible.

( ) Copies of all deeds and deeds of trust in your position.

( ) Copies of most recent real and personal property tax bills.

( ) Closing papers for any and all real property, including HUD-1 statements.

( ) Most recent mortgage statement showing date of separation balance owing on your mortgage and/or any equity lines.

( ) Any appraisal reports prepared since the date of purchase of your home.

( ) Copies of all life insurance policies in your possession along with the date of separation cash value.

( ) Copies of all stock certificates and/or bonds including U.S. Savings Bonds.

( ) Copies of any statements received from any brokerage firm within the past 12 months.

( ) Copies of any IRA statements indicating the value of the account as of the date of separation.

( ) Copies of any annuity statements with all endorsements.

( ) Location of any safe deposit box in which either you or your spouse have access. Include the box number, the length of time you have had each box and a list of box contents at any time during the past five (5) years.

( ) Copies of any Wills, inventory, final account or judgment relating to or describing your interest in any estate.

Please contact the office to arrange a convenient time to come in and review the above information.

We will be forwarding to you for your records copies of all documents filed with the Court as well as copies of correspondence exchanged with opposing counsel. You may wish to purchase a large 3 ring binder in order to keep your documents organized as your matter moves forward.