Merriman
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Divorce Documentation Checklist

Court Case / Hearing Information

- ☐ Draft of divorce decree
- ☐ Mediation summary
- ☐ Information on next mediation date
- ☐ Information on next court date
- ☐ Interrogatories / Depositions / Requests for Information
- ☐ QDRO (Qualified Domestic Relations Order)
- ☐ Friend of the court child support recommendation / WA State Child Support Worksheet (WSCSSW)
- ☐ Any agreement already reached (examples include a CR2A, Property Settlement Agreement or a Separation Contract)
- ☐ Any pre or post nuptial agreements

Financial Data

Tax Returns - last two years are required but past three years is preferable - for client, spouse and joint

- ☐ Personal tax returns
- ☐ W-2s and 1099s (last two years is required but last three years is preferable)
- ☐ Partnership and/or corporate tax returns (required if either party has an interest of 5% or greater, and the past two years returns are required but last three years is preferable)
- ☐ Any amended tax returns

Additional Financial Data

- ☐ Partnership and/or corporate financial statements for client and spouse
- ☐ Payroll stubs for the past six months for client and spouse
- ☐ If there are any non-taxable income or benefits, documents to show receipts, sources and deductions are needed for the past two years
- ☐ Monthly expenses for client and spouse
- ☐ Social security statements for client and spouse
- ☐ Life insurance policies and most current statement for client and spouse (both personal and through work)

Pension Plans (defined benefit and defined contribution) for client's plans:

- ☐ Summary plan description
- ☐ Benefits booklet
- ☐ Most recent statements (past three years) - Ensure the statement includes the employer and employee contributions. Note: FERS & TRSP only reflect employee contributions
- ☐ Benefits estimate:

- ○ At earliest retirement age
- ○ At normal retirement age
- ○ At current age (if eligible)
- ○ Early retirement option elections

Pension Plans (defined benefit and defined contribution) for spouse's plans:

- ☐ Summary plan description
- ☐ Benefits booklet
- ☐ Most recent statements (past three years) - Ensure the statement includes the employer and employee contributions. Note: FERS & TRSP only reflect employee contributions
- ☐ Benefits estimate:
  - ○ At earliest retirement age
  - ○ At normal retirement age
  - ○ At current age (if eligible)
  - ○ Early retirement option elections

Stock Options for client and spouse

- ☐ Benefits booklets
- ☐ Most recent statements (past three years)

Retirement Accounts for client and spouse

- ☐ IRA, Roth IRA, Keogh, SEP, 401(k), 403(b), 457 and non-qualified deferred compensation statements

Primary Residence and Other Real Estate Information

- ☐ Current appraisal
- ☐ Date of purchase
- ☐ Purchase price
- ☐ Original mortgage amount
- ☐ Outstanding mortgage amount (interest rate, length of mortgage, monthly payment)

Bank Accounts for client's and spouse's joint account(s) and any business, partnership and/or corporate accounts

- ☐ Cancelled checks (past six months)
- ☐ Bank statements (past six months)
- ☐ Savings / passbook account statements (past three years)

Investment Accounts - statements regarding any of the following types of accounts for the client and spouse, including any joint, business, partnership and/or corporate accounts

- ☐ Money Market
- ☐ CDs
- ☐ Stocks
- ☐ Mutual Funds
- ☐ Bonds
- ☐ Commodities
- ☐ Annuities

Legal Documents for client, spouse and children

- ☐ Wills, trusts and amendments or codicils

Business or Partnership Agreements for client or spouse, including the following:

- ☐ Current mortgage or loan
- ☐ Interest rate
- ☐ Length of mortgage or loan
- ☐ Monthly payment(s)

Children's and/or Grandchildren's Accounts - statements for past three years

- ☐ Bank
- ☐ Savings
- ☐ Insurance
- ☐ Investments (UGMA, UTMA, Coverdell, 529 plan or any other type of educational savings account meant for any children and/or grandchildren)

Additional Statements for client, spouse, joint, business, partnership and/or corporate accounts

- ☐ Mortgage
- ☐ Loan
- ☐ Credit card

Non-Investment Assets for client, spouse, joint and business

- ☐ Listing of all non-investment assets (cars, boats, furniture, jewelry, collections, etc.)

Cash or In-kind Transactions

- ☐ Information on any cash or in-kind transactions

Credit Report for client and spouse

- ☐ Credit report (past six months of credit card statements is extremely helpful)