

Financial Worksheet Instructions

This worksheet asks for information on the following topics: **Financial Assets; Real Property; Debts and Liabilities; Additional Information; Child Support and Spousal Support**. This worksheet will help you gather all of the information necessary to reach a mediated settlement and file for divorce. Read these instructions prior to filling out this worksheet.

1. Be sure to save this worksheet to your computer before filling it out so you do not accidentally lose your information. You can save it by selecting File → Save As...
2. Fill out this worksheet as completely as you can. The more information you can fill out, the more efficient mediation will be. If you do not know the value of some asset or liability, just include estimated values for now. If something does not apply to you, write “N/A” in the section.
3. Please provide substantiating documentation for all information you include in this worksheet.
4. Please only fill out one of these documents per family, not one for each of you. However, if you don't have time to fill out the same form or prefer not to, you can each fill out your own. If you fill them out separately, please provide a copy to the other person.
5. You are not expected to decide who is receiving what – that's what mediation is for. You can discuss the division of assets and liabilities between you if you are both comfortable doing so, but you are not required to.
6. You can use the final page of this worksheet to provide any other additional information you would like us to know. You can also use that page if you need space to enter additional asset or liability information.

After you have filled out this worksheet, please upload it together with substantiating documentation to the ShareFile link we will email you. You can submit this worksheet via email if you are unable to access ShareFile, but we recommend that you do not email substantiating documentation. You can request an alternate means of uploading documentation if you cannot access ShareFile. Please note that everything you upload to ShareFile is viewable by the other person, including this worksheet. **Please upload the information the day before the mediation appointment if possible.**

Clients: _____

Financial Assets

All financial assets should be identified *even if you are each keeping your own accounts*. If you do not know exact amounts, just include estimates but note that they are estimates as shown in the example below.

Asset	Amount (Date)	Name on Acct	Last 4 of Acct
<i>Example: Key Bank checking</i>	<i>\$692.36 (7/1/20)</i>	<i>Jane</i>	<i>2489</i>
<i>Example: Ameritrade IRA</i>	<i>\$27,000 (Est.)</i>	<i>Joint</i>	<i>6521</i>

Bank Accounts

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Retirement (401ks, IRAs, etc.)

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Other Assets (stock, cash, crypto, etc.)

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Information about Real Estate can be provided on the “Real Property” page below.

Real Property (Homes, land, etc.)

Fill this information out to the extent known. Legal descriptions can usually be found on your property tax statement or on purchase or refinance documentation.

Address 1: _____

Est. Value: _____ What is that value based on? _____

How is the property titled? _____

Legal Description: _____

Property Taxes (if known): _____ Insurance cost (if known): _____

Mortgage Lender (including HELOC's)	Balanced Owed (Date)	Principal + Interest Payment	Name on Account
_____	_____	_____	_____
_____	_____	_____	_____

Address 2: _____

Est. Value: _____ What is that value based on? _____

How is the property titled? _____

Legal Description: _____

Property Taxes (if known): _____ Insurance cost (if known): _____

Mortgage Lender (including HELOC's)	Balanced Owed (Date)	Principal + Interest Payment	Name on Account
_____	_____	_____	_____
_____	_____	_____	_____

Address 3: _____

Est. Value: _____ What is that value based on? _____

How is the property titled? _____

Legal Description: _____

Property Taxes (if known): _____ Insurance cost (if known): _____

Mortgage Lender (including HELOC's)	Balanced Owed (Date)	Principal + Interest Payment	Name on Account
_____	_____	_____	_____
_____	_____	_____	_____

Debts and Liabilities

All debts should be identified *even if you are each keep your own debts*. You do not need to list utilities, phone bills or other similar monthly payments unless they have past-due balances.

<u>Debt</u>	<u>Amount (Date)</u>	<u>Name on Acct</u>	<u>Last 4 of Acct</u>
<i>Example: Chase Credit Card</i>	<i>\$3,200 (7.1.22)</i>	<i>John</i>	<i>5982</i>
<i>Example: Wells Fargo 2nd Mtg.</i>	<i>\$45,000 (Est.)</i>	<i>Joint</i>	<i>3786</i>
Credit Cards			
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
Auto Loans			
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
Student Loans			
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
Other Debts			
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Additional Information

Life Insurance. Please include policy name, policy number and face value for all policies. Include cash value and outstanding loans if applicable.

Vehicles. Please include year, make, model for each vehicle. **Include VIN #'s for any vehicle which is jointly titled.** Also indicate who will keep which vehicle (if already agreed upon).

Personal Property. Please include any significant items of personal property or furniture that need to be addressed. **This is optional. You don't need to fill this in if you have already divided things or if you are confident you can figure this out yourselves.**

Premarital Assets. Did either of you have any significant pre-marital assets or liabilities?

Misc. Assets or other Considerations. Are there any other assets that were not already covered? This could include business interests, intellectual property, valuable collections, etc. Other considerations could include pre-nuptial agreements or inheritances received during the marriage.

Child Support and/or Spousal Support

Spouse A: _____

Spouse B: _____

The following information is required to calculate child support and analyze spousal support (alimony). Please bring your most recent tax return, your most recent paystub and information regarding any other income that you have from any source. **Please fill this out if you have children under 21 or if we will be discussing spousal support.**

Spouse A's gross (before taxes) income per pay period: _____

How often is Spouse A paid: Weekly Every two weeks 2x/Mo Monthly

Does Spouse A get bonuses, commissions, business income, rental income or income from any other source? How much and how frequently:

Spouse B's gross (before taxes) income per pay period: _____

How often is Spouse B paid: Weekly Every two weeks 2x/Mo Monthly

Does Spouse B get bonuses, commissions, business income, rental income or income from any other source? How much and how frequently:

Additional Child Support Factors

Cost of childcare: _____ Who pays childcare: _____

Who provides health insurance for the children? _____

How much does Parent A pay JUST for their health insurance: _____

How much does Parent A pay for insurance JUST for the children: _____

How much does Parent B pay for JUST for their health insurance: _____

How much does Parent B pay for insurance JUST for the children: _____

Parent A Union Dues: _____ Parent B Union Dues: _____

Is there anything else you'd like us to know that was not already addressed above?