

Asset/Debt Checklist

Please collect the items below, place them all in a subfolder, label files clearly according to the following categories, and upload them to the Practice Panther client portal (click on “reply” and select the files):

a. **Federal and State Tax Returns**

Locate all returns filed by either person for the last three calendar years. It may not be necessary for your mediator to see these records, but it is necessary that you each have a complete copy in case you are audited, apply for a loan, etc. These may be useful to look for patterns if current year-to-date information does not tell an accurate story.

b. **Records of Income**

Provide all current records including pay stubs, W-2 statements, year-end payroll, interest, and dividend statements, bonus', financial gifts and all other records of income earned or received by each person during the last calendar year. This is necessary to discuss budgeting, child support, spousal support, and to ascertain what is deducted from each person's gross income.

c. **Healthcare Costs**

Provide your individual healthcare premiums and the additional cost to insure your children (if applicable) in an itemized list. If you have a health savings account provide that information as well.

d. **Real Property**

Provide mortgage statement, HELOC, any other debts secured against the property, recent appraisal or CMA, and deed with legal description of property for all properties in which either person has an interest. The legal description as it is written on the deed is required in the final legal paperwork.

e. **Automobiles, Bikes, Boats**

Provide documentation of valuation (such as Kelly Blue Book - select private party pay) of each vehicle and current statements showing balance due on any debts secured against the vehicle. The title of the vehicle is needed to transfer ownership, if necessary.

f. **Debts**

Provide a list of all major credit cards (type of card, name on card, balance), any minor cards with balances, or other debts, loans, credit lines of either person (including student loans). A credit report can help (www.annualcreditreport.com). Even if your agreement states that one

person is responsible for a debt, the credit card company could collect against the other person if they are still named as a co-debtor.

g. **Retirement**

Provide the most recent statements describing all retirement, pension, profit-sharing plan, stock option plan, or deferred compensation in which either person has any interest. If the account was started before the marriage, try to locate the date the account started and the balance at the time of the marriage.

h. **Investments**

Provide recent statements showing stocks, bonds, secured notes, mutual funds, or any other investment in which either person has any interest. Include college savings accounts and stock options that are not part of retirement.

i. **Bank Accounts**

Provide bank or brokerage account records (most recent statement is fine to start) on any account in which either person has had any interest or signing privileges in the past year, whether the account is open or closed.

j. **Life Insurance**

List all life insurance policies (term and annuities). Provide company name, policy number, amount of benefit, name of beneficiary and cash surrender value (if any).

k. **Possessions**

List any items of significant value acquired during the marriage.