

DOCUMENTS WE NEED FROM YOU

Oregon law requires both parties in a dissolution of marriage proceeding to exchange financial information with each other. In fact, there are penalties for failure to exchange the information. A divorce proceeding can even be "reopened" if a party fails to disclose an asset. Provide me with *copies* of all of the documents listed below within the next 7 days so that we both have the information we need and can comply with the law.

You need only provide copies of the documents which are in your possession or control. Ask us before going to extreme lengths to get a document but do clearly mark this checklist so we know that the a document exists which is not in your possession or control which we should follow up on. For example, your spouse may have all of the tax returns. Mark the box accordingly so we know they exist but that we need to get them from your spouse.

I cannot stress enough the importance of producing the listed documents as soon as possible. You will have to sign and then file a statement with the court which states that you have complied with the statute. We do not want to be in a position of having to explain to the judge why you did not produce documents that you could and should have produced.

I need copies, *not originals*, of the following:

1. **Tax Returns.** All federal and state income tax returns filed by you and your spouse for the last three calendar years, whether filed separately or jointly. Include all schedules, W-2's, and 1099's.
2. **Past Income Records.** All W-2 statements, year-end payroll statements, interest and dividend statements, and all other records of income earned or received by you and your spouse during the last calendar year if income tax returns have not been filed for the last calendar year.
3. **Current Income Records.** All records showing any income earned or received by you and your spouse for the *current* calendar year.
4. **Net Worth Statement.** Any financial statements, net worth statements and loan applications which you and your spouse have prepared. People often use Quicken or other programs to prepare one. They are also usually prepared as part of a loan application. Perhaps the financial institutions to which you submitted these statements can provide you with a copy if you did not keep a copy for yourself.
5. **Retirement Plan.** Contact the bookkeeper, plan administrator, or person responsible for your pension plan, profit-sharing plan, stock option plan, deferred compensation plan, PERS, Keogh, or tax sheltered annuity which you own or participate in through your employment and request a copy of the summary plan description, a statement as to your current interest in such plan, and its monetary value. Your employer must provide this information upon your request. You may already have this information in your records. Also provide any such documents you have regarding your spouse's

retirement benefits. *Do not* call your spouse's pension administrator or employer for information.

- _____ 6. **Individual Retirement Account.** The name of the financial institution, account number, beneficiary, and a current statement showing the balance in any IRA accounts which either you or your spouse own.

- _____ 7. **Military Retirement.** Any information you have on military retirement benefits which either you or your spouse now receive or are entitled to receive in the future.

- _____ 8. **Real Estate.** Any documents you may have on real estate (land) which you or your spouse own. These include real estate contracts, deeds, appraisals and the most recent real county property tax statement. Copies of the current property tax statement are available at the county courthouse. We must have a complete legal description for *each parcel of real property* since it will be included in pertinent legal documents. We can usually get the description from a title company if you do not have it.

- _____ 9. **Life Insurance.** The face sheet of any life insurance policy owned by you or your spouse. It should state the name of the insurance company, the policy's death benefit, policy number, owner of the policy, beneficiary and the annual premium. Do not give us the full policy.

- _____ 10. **Medical Insurance.** The company name, address, policy or group number, and subscriber number for each policy of health and medical insurance which you have. Do not give us the actual policy. A copy of your medical insurance card is enough.

- _____ 11. **Other Insurance.** All insurance policies you and your spouse have, including all homeowner's policies, automobile, and personal property insurance. Remember to include any schedules or special coverage riders.

- _____ 12. **Bank Accounts.** A photocopy of the last twelve monthly statements for any bank (checking and savings), credit union or brokerage accounts in which you have an interest in or had signing privileges on in the past year. It makes no difference that the account is now closed. This information can be obtained from the financial institution by you upon request if you do not have the current statements in your possession, but do not spend a lot of money getting copies from the bank without checking with us first.

- _____ 13. **Safe Deposit Boxes.** Prepare a list with the name and address of the bank, the box number, and names of authorized signers for any safe deposit box to which you or your spouse have access. A listing of the contents of the box would be helpful but is not required.

- _____ 14. **Securities.** Documents showing stocks, bonds, secured notes, mutual funds, and other investments in which you or your spouse have an interest. This information can be obtained directly from the person who handled the purchase of the securities for you or your spouse. Most major invest houses (A.G. Edwards; Salomon Smith Barney; Merrill

Lynch; etc.) generate monthly statements. Provide these if you have them.

- _____ 15. **Savings Bonds.** Copies of any government savings bonds owned by you or your spouse (or any savings bonds for your children). The best technique is to make a photocopy of the bonds. Use the "shrink" option on the copy machine to put as many bonds as possible on each page.
- _____ 16. **Collections.** Describe any coin, stamp or other valuable collections owned by you or your spouse. Provide any appraisals you may have which value the collection.
- _____ 17. **Business Interests.** Copies of the partnership or corporate tax returns of any business entity in which you or your spouse have an interest. Provide copies of the balance sheets and profit and loss statements for the last three years. You might find this difficult to obtain if you do not have a controlling interest. Advise us and we will contact the necessary individuals to secure the information if you cannot obtain it.
- _____ 18. **Estate or Trust Interests.** Tell us if you or your spouse have any interest in any estate or inheritance now or in which you believe you will have an interest in the near future. Provide us with a copy of the will, inventory, final account and judgment affecting the interest. It is important for us to review the actual trust agreement, the inventory, most recent annual accounting, and tax returns, if any, for any trust in which you or your spouse have an interest. Provide us with such information for the last three years.
- _____ 19. **Previous Marriages.** A copy of the decree or judgment entered in any previous marriage for either you or your spouse.
- _____ 20. **Written Agreements.** A copy of any written agreement entered into by you and your spouse concerning support, property or other matters. You should *under no circumstances* enter such an agreement without first consulting us.
- _____ 21. **Vehicles.** The title or registration for every vehicle in which you or your spouse own an interest This includes cars, trucks, boats, motorcycles, trailers, campers, aircraft, and mobile homes. Indicate the amount of the lien and name of the creditor for any vehicle which you do not own free and clear.
- _____ 22. **Debts.** The last two monthly billing statement sent by any creditor to whom you owe a debt for the last calendar year. For example, include your mortgage payment statement, credit card bills, loan payments, etc. These statements should include the creditors' name and address, the account number, the monthly payment, and the balance due.
- _____ 23. **Photograph.** Provide a photograph of your spouse. We prefer a photograph in which both you and your spouse appear.

_____ 24. **Credit Report.** Credit reports can be ordered from Equifax by telephone by calling 1-800-685-1111. The report will arrive by mail in just a few days. You can also order the form over the internet at <http://www.equifax.com>. Ask for the 3-in-1 form. It will cost you \$29.95.