Divorce Preparation Checklist

If you have access, you will need to provide all the documents listed below. You may not have some of these items or access, which is fine; but you must be diligent in your production as all of these will be helpful in preparing for your divorce. Keep in mind that because every divorce is different and some are more complex than others, there may be additional documentation you will need to provide beyond what is noted here, or *some items on this divorce checklist will not be relevant to your situation.*

Financial Documents

- Bank & Credit Cards statements for all bank accounts and online accounts including checking accounts, savings accounts, Paypal, Zelle, Venmo and other deposit accounts for the last two (2) years.
- Most recent statement for student or other education and related loans.
- Mortgage/Loans. Most recent loan statement for all loans along with the name of institution (bank name), and loan number.
- Stocks/Bonds, Investment accounts, Secured Notes, and other liquid and non-liquid investment accounts: Copies of all legal documents showing how title is held and most recent statements, plus a copy of statements as close to the date of marriage as possible.
- Retirement accounts and Pensions: (401k, defined benefit and defined contribution plans). Provide a copy of the most recent summary plan and most recent benefit statements plus the statement as near as possible to the date of marriage. Include any outstanding benefits from prior employers. For pensions, the most recent statement.
- Profit-Sharing, IRA's, Deferred Compensation, Annuities: Provide the most current statement for all accounts and online accounts.
- Accounts Receivable and Unsecured Notes: Records for any money owed to you including lottery winnings.
- Partnerships and Other Business Interest. Schedule of Assets and Debts requires the most recent K-1 form and Schedule.

Tax and Income Documents

- Payroll Statements- The last three (3) full months statements for you and your spouse.
- Tax returns - Both Federal and State tax returns for the past 5 years, including all schedules, attachments, and W-2 forms as well as any "K-1" forms from business entities.
- Corporate and Partnership Tax Returns - Gather documentation in entities in which you had an interest for the last five years. (If an accountant has the records for your individual and/or business tax returns, you can obtain copies from the accountant).

Additional Financial Documents

- Stock Purchase Plans–ESOP, ESPP and stock purchase plans.
- Stock Options and RSWs– Stock option grant agreement (grant letter).
- Health Savings Account/Cafeteria Plans/Other Benefits – Provide most current statement or description of benefit plan, incentive or bonus plan and any other employment benefit in which either spouse participates.
- Severance/Early Retirement – All notices/statements regarding severance or early retirement benefits offered by or already received from the employer of either spouse.
- Intellectual Property – Records reflecting any patent, trademark, copyright, licensing agreement, royalty, or other intellectual property rights.