MANDATORY DISCLOSURE

days of the service of process. Please have your documents to us by:
requirement <u>cannot</u> be waived by either party. <u>These documents must be provided within 45</u>
Florida Supreme Court <u>requires</u> that this information <u>must</u> be provided to your spouse. This
These financial documents are necessary for us to begin working on your case. Additionally, the

When returning the requested documents to our office please do so with this form and check whether or not the documents are being provided or if they are not in you possession. If they are not in your possession, please also list who has the documents.

If you are not in possession of a document but know who has them, please attempt to obtain the document from that individual. For example, if you do not keep your pay stubs, you usually are able to obtain the requested information from your employer. If you are unable to obtain a document, inform us of who has them so we may try to obtain them. <u>However, keep in mind if</u> we have to obtain documents ourselves it may increase the legal fees involved in your case.

Provided	Not In My Possession	Who Has Them	Documents Needed
			 Financial Affidavit: You will receive a worksheet from our office that must be prepared, signed in the presence of a notary public, and filed with the Court. We will provide you with the form and will prepare it in a final format for your review and signature. Your spouse will also have to file a Financial Affidavit with the Court.
			 Copies of your Tax Returns for the last three (3) years: Federal Income Tax Returns State Income Tax Returns Gift Tax Returns Intangible Personal Property Tax Returns
			3. Certain IRS forms, the most recent: * W-2 * 1099 * K-1
			4. Your pay stubs for all earned income for the three (3) months prior to the date the Financial Affidavit is provided to your spouse. (This is any income you have received from any employer.)
			5. Evidence or statement of income not reflected on pay stubs. You must make a statement that identifies the source and amount of any income not on the pay stubs required in paragraph 4, for the same three (3) month period prior to the date the financial affidavit is provided to your spouse. (Examples: expense reimbursements, taxable cash winnings, undocumented compensation, referral fees and bonuses, etc.)

	 6.	All Loan Applications and Financial Statements: You must provide copies of any loan applications made by you and/or your spouse and any financial statements prepared for you or your spouse for the twelve (12) month period prior to the date the financial affidavit is provided to your spouse.
 	 7.	All deeds within the last three (3) years either to or from you and/or your spouse.
 	 8.	All promissory notes in which you own or owned an interest within the last <u>twelve (12) months.</u>
 	 9.	All present leases in which you own or owned an interest.
 	 10.	Statements for all checking accounts for the last three (3) months (whether or not that account has been closed).
 	 11.	Statements for all savings, money market, certificates of deposit from the last <u>twelve (12) months</u> (whether or not the account has been closed).
 	 12.	All brokerage account statements within the last twelve (12) months.
	 13.	The most recent statement for any profit sharing, retirement, deferred compensation, or pension plan (for example, IRA, 401(k), etc.) And summary plan description for any such plan in which you are a participant or an alternate payee.
 	 14.	The declarations page, the last statement, and the certificate for all life insurance policies insuring your life or the life of your spouse, whether group insurance or otherwise.
 	 15.	All current health and dental insurance cards covering you, your spouse or your dependant children.
 	 16.	Corporate, partnership, and trust tax returns for the last three (3) <u>years</u> if you have an ownership or interest in a corporation, partnership, or trust greater than or equal to 30%.
 	 17.	All credit card and charge account statements and other records showing your indebtedness as of the date of filing this action and for the last three (3) months.
 	 18.	All written premarital or marital agreements entered into at any time between you and your spouse.
 	 19.	All documents and tangible evidence supporting your claim of special equity or non-marital status of an asset or debt from the date of acquisition of the asset or debt to the date of production or from the date of marriage, if based on premarital acquisition.

 	 20.	Any court orders directing you or your spouse to pay or receive spousal or child support.
 	 21.	If this is a modification proceeding, all written agreements entered into between the parties since the order to be modified was entered.

Mandatory disclosure of these financial records has definite time limits. If you do not comply, the Judge may dismiss your case, strike your pleadings, or sanction YOU, among other things.

If you have any questions regarding the requested documents, please contact our office as soon as possible so that no time is wasted. Remember, your cooperation is key to the progression of your case.

REMINDER: Under Florida Family Law Rules of Procedure, you have a continuing duty to supplement or amend your (1) Financial Affidavit, and (2) prior disclosures of documents made pursuant to Mandatory Disclosure or in response to a Request/Notice to Produce. Therefore, you must notify our office **IMMEDIATELY** if any of the following occur:

- A) You obtain information or otherwise determine that a prior response or disclosure was incorrect when made.
- B) You have a material change in your financial status.
- C) You obtain information or otherwise determine that a prior response or disclosure, although correct when made, is no longer materially true or complete.

If you can obtain copies of any missing documents, please do so (copies of pay stubs, for example, can usually be obtained through your employer).