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Certified Public Accountant

Certified Divorce Financial Analyst
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Data Request Checklist

Client:____

DATA DESCRIPTION		ATTACHED
1.	Financial Affidavit Form if completed.	____________
2.	Federal and State Income Tax Returns, Gift Tax Returns:	
	a. Current Year	____________
	b. Prior Year	____________
	c. 2^{nd} Prior Year	____________
3.	IRS forms W-2, 1099 and K-1. Prior Year if tax return not yet filed	____________
4.	Pay Stubs or other evidence of earned income for past 3 months prior to service.	____________
5.	Statement identifying income not reflected on pay stubs.	_____________
6.	Most recent mortgage statement.	_____________
7.	Recent appraisals, if any.	____________
8.	Most recent statement for any outstanding loans.	____________
9.	Present Lease Agreements owned or owned an interest in.	____________
10.	Life Insurance (party or party's spouse, group or individual):	
	a. Declaration Page	_____________
	b. Last Periodic Statement	_____________
11.	Most recent insurance policies for all autos owned showing VIN numbers. Note current mileage for all.	____________

DATA DESCRIPTION

12 Bank Statements last 3 months regardless if closed: ____________
   a. Checking Account
   b. Savings Account ____________
   c. Money Market Funds ____________
   d. Certificates of Deposit ____________
   e. Brokerage Accounts ____________
   f. Credit Card Accounts ____________

13. Pension, Profit Sharing, Deferred Compensation, Stock Options, or Retirement Plan:
   a. Most recent 3 statements ____________
   b. Summary Plan Description ____________

14. Corporate, Partnership and Trust Tax Returns:
   a. Current Year ____________
   b. Prior Year ____________
   c. 2^{nd} Prior Year ____________

15. For any businesses owned, a current Balance Sheet and Income Statement Year-to-Date, prior two years. ____________

16. All Premarital and Marital Agreements. ____________

17. Social Security Statements - Client and Spouse. ____________

18. All Documents and Evidence supporting claim of Nonmarital Assets/debt from date of acquisition. ____________

19. Court Orders of:
   a. Spousal Support ____________
   b. Child Support ____________