

Katherine B. Ashley, CPA, PA
Certified Public Accountant

Certified Divorce Financial Analyst

P.O. Box 306

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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 Request Checklist – Continued

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. 2nd 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 _____