

# Divorce Document Checklist

Having all of your important documents in one place will help you as you prepare for negotiations. Use this checklist to help gather and save the documents you'll need as you work through your divorce. Some might not apply to your situation, so use this as a guide. Also, be sure to collect the actual statements whenever applicable.

## Family Details

### Self

- Legal name, phone(s), email(s), address(es), date of birth, SSN
- Employer (name, address, phone)
- Copy of marriage certificate

### Spouse

- Legal name, phone(s), email(s), address(es), date of birth, SSN
- Employer (name, address, phone)
- Health insurance

### Child/Dependents

- Legal name, phone(s), email(s), address(es), date of birth, SSN
- Employer (name, address, phone)
- Health insurance

## Taxes

### Returns *(from the last 3 years)*

- Federal tax return
- State tax return
- W2
- 1099
- Schedule K-1

### Statements

- Social Security
- Property tax
- Excise tax

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## What You Earn

### Primary Income *Date of Separation (DOS) - present*

- Pay information (base pay, overtime, tips, commission, bonuses, etc.)
- Last 4 pay stubs

### Secondary Income

- Investment income (dividends, interest, trusts, annuities, pension, retirement funds)
- Additional income (Social Security income, disability, unemployment insurance, workers compensation)
- Other income (child support, alimony, rental income, royalties/other wages, income from household members)
- Deferred compensation/bonus information
- Other pay stubs and checks/receipts

## Debts & Loans *DOS - present*

### Mortgage

- Primary mortgage documents
- Secondary mortgage documents

### Credit Cards

- Statements

### Loans

- Vehicle loans
- Student loans
- Personal loans
- Lines of credit

## What You Own *DOS- present*

### Real Estate

- Information (type, address, title holder, purchase price, date purchased, KBB, etc.)
- Value (current assessed value, date of last assessment, fair market value, etc.)
- Evidence of purchase funds (gift or inheritance documents)
- Title/deed
- Appraisals

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## Motor Vehicles

- Information (type, make, model) KBB
- Value (purchase price, date of purchase, fair market value, equity)
- Details (title and registration)

## Financial Accounts

- Account statements (checking and savings)
- Additional assets (type, beneficiaries, assessment of value, receipts, insurance)
- Life Insurance
- Social Security documents
- Pension documents (DOS - present)

## Retirement Accounts

- IRA/Roth IRA documents
- Annuities documents
- Workplace savings plan documents (401(k), 403(b), etc.)
- Stock options
- 529 plan documents
- Stock certificates, bonds, CDs, mutual funds, money market funds
- Trust paperwork