

To : Family Law Clients
From : Law Offices of Mark Abzug, P.A.
Re : Mandatory Disclosure Requirements

Please be advised that if your case involves an action for dissolution of marriage, annulment, support unconnected with dissolution of marriage, paternity, child support, alimony, or modification of the foregoing, you must provide our office with the following documents:

- (a) You must complete a financial affidavit in substantial conformity with Family Law Form 12.901(d) if your gross annual income is less than \$50,000, or Family Law Form 12.901(e) if your gross annual income is equal to or more than \$50,000.
- (b) Copies of your entire personal (1040) federal and state tax income returns, gift tax returns, and intangible personal property tax returns for the preceding 3 years; Copies of IRS forms W-2, 1099, and K-1, for the past year if your income tax return for the past year has not yet been prepared.
- (c) Copies of your pay stubs or other evidence of your earned income for the 3 months prior to service of the financial affidavit.
- (d) You must provide a written statement identifying the amount and source of any and all income that you received from any source during the 3 months preceding the service of the financial affidavit if not reflected on the pay stubs produced.
- (e) Copies of all of your loan applications and financial statements whether prepared by you or on your behalf for any purpose or used for any purpose within the 12 months preceding service of the financial affidavit.
- (f) Copies of all deeds to real estate that you presently own or owned an interest within the past 3 years. Copies of all promissory notes within the last 12 months, and all present leases, in which you own or owned an interest, whether held in your name individually or jointly with any other person or entity, in your name as trustee or guardian for any other person, or in someone else's name on your behalf.
- (g) Copies of all of your periodic statements from the last 3 months for all checking accounts, and for the last year for all savings accounts, money market funds, certificates of deposit, etc., regardless of whether or not the account has been closed, including those held in your name individually or jointly with any other person or entity, in your name as trustee or guardian for any other person, or in someone else's name on your behalf.

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- (h) Copies of all brokerage account statements in which either you or the other party to this action held an interest in within the last 12 months including those held individually, jointly with the other party or other person or entity, in your name as trustee or guardian for any other person, or in someone else's name on your behalf.
- (i) Copies of your most recent statement for any profit sharing, retirement, deferred compensation, or pension plan (for example, IRA, 401(k), 403(b), SEP, KEOGH, or other similar account) or other similar account.
- (j) Copies of the declarations page, the last periodic statement, and the certificate for all life insurance policies insuring your life or the life of your spouse, whether group insurance or otherwise
- (k) Copies of all current health and dental insurance cards covering you or the other party to these proceedings, and/or their dependent children.
- (l) Copies of all corporate, partnership, and trust tax returns for the last 3 tax years if you have an ownership or interest in a corporation, partnership, or trust greater than or equal to 30%.
- (m) Copies of all credit card and charge account statements and other records showing your indebtedness as of the date of the filing of this action and for the last 3 months; copies of all promissory notes on which you present owe or owed within the past year; and copies of all present lease agreements you presently owe.
- (n) Copies of all premarital or marital agreements entered into at any time between you and the other parties to this case.
- (o) If a modification proceeding, copies of all written agreements entered into between you and any other party to this case at any time since the order to be modified was entered.
- (p) Copies of all documents and tangible evidence relating to the claims for an unequal distribution of marital property, enhancement or appreciation in a nonmarital property, or nonmarital status of an asset or debt.
- (q) Copies of any court order directing that you pay or receive spousal support (alimony) or child support.

Client

Dated