Victoria V. Kirilloff CDFA, NCPM
Family Financial Mediator
Divorce Analytics
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Financial Documents Collection

This is an extensive list- please read through it and gather the data for what is applicable to you. Upload the documents into the secure DropBox folder.

Income Verification, Employer Benefits, and Taxes:

1. Last 3 paystubs reflecting all income and deductions
2. Complete tax returns for the last 3 years
3. Notices of Tax Assessment and any Re-Assessments for the past 3 years
4. Employment contract if available and details of any signing bonus
5. Pension statements – Defined Benefit– the most recent statement and any actuarial valuations available
6. Details of any stock options, Restricted Stock Units, and any other performance incentive plans
7. Compensation details (base salary, bonuses, commissions, etc)
8. Other benefits; car allowance, club memberships, employee stock purchase plan, Deferred Profit Sharing Plan, etc
9. Accrued sick leave and vacation pay
10. Any retroactive pay owed
11. Current benefits under a severance package
12. Summary of employer benefit plan, health and dental plans, insurance, and other benefits
    a. Cost for all health insurance (medical, dental, and vision) for a single adult and the family

Credit History

1. A FICO Credit Report from all 3 bureaus for both parties
    a. https://www.myfico.com/products/fico-score-credit-reports

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Please provide statements for the current account value and date of separation (if applicable)

Bank Accounts, Savings and Investments:

1. Bank accounts – 6 to 12 months of records for checking and savings, both joint and sole ownership
2. Investment accounts – cash, margin, mutual funds, GIC's, alternative investments, Group Savings, Employee Share Ownership Plans, other
3. Registered accounts
4. Pension statement from any previous employer
5. Children's Trust or Family Trust account statement

Other Assets:

1. Money owed to you – family members, insurance or legal settlements
2. Vehicles, boats – make, model, year, mileage to determine value or provide print screen:
    a. https://www.autotrader.ca/valuations/
3. Digital Assets – e.g. travel reward miles, retail points if deemed significant
4. any other property, collectibles, art, jewelry, equipment, etc. of value - please provide details for discussion

Life Insurance:

1. Life, disability, and critical illness insurance summary statements that lists the owner, beneficiary, face value, and maturity date

Real Estate:

1. Property tax statement(s) for all real property
2. Original purchase price information and cost of all recreational, investment properties, and others
3. Rental income information on rental properties
4. Any Broker's Price Opinion that has been conducted on the property
5. Time share or fractional ownership details

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Liabilities:

1. Mortgages and Home Equity Lines of Credit (HELOC) on all properties
2. Prepayment penalty info, available from mortgage provider
3. Credit lines – both secured and unsecured
4. Credit cards
5. Money owed to IRS, family members, or others
6. Student Loans
7. Car Loans
8. 401k Loans
9. Shareholder or company loans
10. Deferred Payment Purchases that are not yet due

If a Business Owner, or Self-Employed:

1. Statement of Income for current year
2. Last 3 years corporate tax returns, NOA's and Financial Statements
3. Bank statements
4. Loan and credit line statements
5. Credit card statements
6. Partnership or shareholder agreements
7. Agreements for any shareholder loans outstanding

Date of Marriage Assets & Liabilities:

1. Real Estate
2. Bank Accounts
3. 401ks and other investment accounts
4. Student Loans
5. Other loans or mortgages
6. Any other assets

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Other:

1. Details of any inheritances or significant gifts received (other than from each other) before or during the marriage
2. Insurance policy proceeds, funds received in settlement of a lawsuit or from personal injuries
3. Copy of all domestic contracts such as a prenuptial agreement, cohabitation agreement, marriage contract or separation agreement
4. Any new accounts opened since the valuation date or date of separation
5. Any significant financial transactions that took place up to six months before the date of separation, or the valuation date if different
6. Any significant financial transactions that have taken place since the date of separation or valuation date
7. Pending legal or other issues
8. Club memberships
9. Details of any ongoing charitable commitments that extend beyond the valuation date