

## INSTRUCTIONS FOR COMPLETING THE SCHEDULE OF ASSETS AND DEBTS

*PLEASE NOTE: THE MAJORITY OF ITEMS REQUESTED IN THIS DOCUMENT REQUIRE SUPPORTING DOCUMENTATION. THIS OFFICE WILL NOT BE ABLE TO COMPLETE YOUR DOCUMENTATION UNLESS ALL REQUESTED ITEMS ARE PROVIDED.*

*YOU MUST DISCLOSE ALL ASSETS AND DEBTS. FAILURE TO DISCLOSE AN ASSET MAY RESULT IN THE COURT AWARDED 100% OF THAT ASSET TO YOUR SPOUSE PURSUANT TO FAMILY CODE SECTION 1101.*

For each item set forth below you must indicate if it is separate property of either spouse, the date it was acquired, the current fair market value and any debt associated with the item.

An item qualifies as separate property if it was obtained before marriage, via gift or inheritance or after separation provided such was not obtained with community funds.

An item should only appear on this document once. For instance if you have listed a debt for a car loan in one area, do not list it again in another area.

*Item 1* – Indicate any real estate that you own. You will need to provide the street address, a copy of the deed setting forth the legal description, and a copy of the latest mortgage statements as applicable.

*Item 2* - Indicate household furniture, furnishings and appliances.

*Item 3* – Indicate jewelry, antiques, art and coin collections.

*Item 4* – Indicate all vehicles, boats and trailers. You must provide a copy of the title document or a current statement showing the outstanding balance owing. You may confirm the valuation set forth by using Kelly Blue Book located at [www.kbb.com](http://www.kbb.com). You may need to compare the “trade in” value versus the sale to a “private party” value. Please attach the Kelly Blue Book information. If you do not have access to Kelly Blue Book, this office can complete the search for you.

*Item 5* – Indicate all savings accounts. You must provide the account name, account number, the bank and branch name and a copy of the latest statement.

*Item 6* – Indicate all checking account information. You must provide the account name, account number, the bank and branch name and a copy of the latest statement.

*Item 7* – Indicate all credit union and other deposit account information. Please note that if the credit union has a savings account that information should be provided under Item 5 and if it has a checking account that information should be

provided under Item 6. You must provide the account name and number, the bank and branch name and a copy of the latest statement.

*Item 8* – Indicate all cash and give a location (your house, your wallet, your car etc.)

*Item 9* – Indicate any amount received from a tax refund.

*Item 10* – Indicate any life insurance that has a cash surrender or loan value. You must attach a declarations page for each policy.

#### **SCHEDULE OF ASSETS AND DEBTS CONTINUED**

*Item 11* – Indicate all stocks, bonds, secured notes and mutual funds. You must provide a certificate number and attach a copy of the certificate or a copy of the latest statement.

*Item 12* – Indicate all retirement and pension plans. Attach a copy of the latest summary plan documentation and the latest benefit statement.

*Item 13* – Indicate all profit-sharing, annuities, IRAs and deferred compensation plans. Attach a copy of the latest statements.

*Item 14* – Indicate all accounts receivable and unsecured notes. Attach a copy of each.

*Item 15* – Indicate all partnerships and other business interests. Attach a copy of supporting documentation which may include a K-1 or Schedule C.

*Item 16* – Indicate any other assets not mentioned above.

*Item 17 and 18* – Our software program will calculate these numbers.

*Item 19* – Indicate any student loans. Provide details of the when the loan was incurred and for what type of education or training.

*Item 20* – Indicate any amount owing for taxes. Provide supporting details or documentation.

*Item 21* – Indicate any amount owing for past child or spousal support. Attach copies of any court orders or other statements as applicable.

*Item 22* – Indicate any loans secured or unsecured. Provide the bank name and loan number and attach a copy of the latest statement.

*Item 23* – Indicate any amounts owing on credit cards. Provide the creditor's name, address and account number. Attach a copy of the latest statement.

*Item 24* – Indicate any other debts not set forth above.

*Item 25 and 26* – Our computer software will calculate these numbers.