

DIVORCE PREPARATION WORKSHEET

The following is a checklist of the financial information that you will need originals or copies of:

○ Income Tax Returns

Personal and corporate income tax returns for the last 5 years.

○ Business Financial Statements

Business balance sheet or list of assets and liabilities, Income and expense statement, Articles of incorporation, Partnership or shareholders agreements, etc.

○ Banking & Credit Card Information

All monthly bank and credit card statements, cheque registers, deposit slips, etc for both personal and business accounts, GIC's, etc.

○ Financial Statements

Any statement submitted to banks, lending institutions, or any other persons or entities, which were prepared by you or your spouse during the last 5 years.

○ Loan Applications

Copy of any loan application which is currently being repaid by you or your spouse.

○ Stocks, Bonds, Bitcoin

Certificates, if available, and copies of accounts owned by either spouse during the marriage or pre-owned by you. Digital wallet location, log-in and passwords.

○ Income Information

Current income information, including payroll stubs and all other evidence of income (investment property, rental/lease agreements, dividends, interest, royalties, etc.) since the filing of your last tax return.

○ Employer Stock Options

Any records pertaining to stock options held in any corporation or other entity, exercised or not exercised, for the benefit of you or your spouse.

○ Pension or Registered Accounts

Annual statements regarding Profit Sharing, Employee Stock Option Plans, Deferred Compensation Agreement, and Retirement Plans (RRSP, RIF, GRSP, LIRA, LRSP, LIF, TFSA, RESP, RDSP) or any other kind of plan owned by you or by any corporation in which you and/or your spouse have been a participant during the marriage.

○ Life Insurance

Life insurance policies now in existence, insuring your life or the life of your spouse, and the most recent statements of the cash value, if any.

○ **Wills and Trust Agreements**

Any Powers of Attorney, Wills executed by you or in which you have a present or contingent interest or in which you are a beneficiary, trustee, executor, or guardian and from which benefits have been received or are being received. All records for trusts to which you are a party. Contact information for lawyer who holds originals.

○ **General Insurance**

Copies of any insurance policies or certificates, including health, accident, disability, motor vehicles of any kind, property liability, etc currently in place. Print claim forms to keep on file.

○ **Outstanding Debts**

Documents reflecting all debts owed by you (including those co-signed by you), secured or unsecured, including mortgages, personal loans, credit card statements, promissory notes and lawsuits pending or previously filed in any court. Take note of these exact amounts on the date of separation and retain a copy for your files.

○ **Business Records**

Records or ledgers in your possession and control that are either personal or business-related, together with all accounts and journals.

○ **Real Property**

Any deeds of property in which you and/or your spouse have an interest, together with evidence of all contributions, in cash or otherwise, made by you or on your behalf, toward the acquisition of such real estate during the marriage. Obtain copies of purchase agreements, mortgages, notes, property tax statements, rental/lease agreements, appraisals and all expenses associated with each property. If more than one, provide a list of properties owned prior to your marriage as well as real property acquired during the marriage by purchase, gift or inheritance.

○ **List of Personal Property**

Documents, invoices, contracts and appraisals on all personal property, including furniture, fixtures, jewelry, artwork, furnishings, furs, equipment, antiques, and any type of collections (coin, stamps, gold, etc.), owned by you individually, jointly, or as a trustee or guardian. Put your personal heirlooms in safe keeping if possible.

○ **Motor Vehicles**

Copies of financing agreements and titles to all motor vehicles owned by you, individually or jointly including airplanes, atv's, boats, RV's, or any other types of vehicles and the keys if the vehicle is in your name.

○ **Employment Records**

Records from during the term of the marriage, showing evidence of wages, salaries, bonuses, commissions, raises, promotions, expense accounts, and other benefits or deductions of any kind whether in cash, stock and/or other property. Records showing any fringe benefits available to you or your spouse from any business entity including auto, travel, housing, entertainment, memberships, education, vacation pay, severance pay, personal living expenses, etc.

○ **Employment Contracts**

Contracts under which you or your spouse have performed services during the past 5 years, including a list of description of any oral contracts.

○ **Judgments and Pleadings**

To which you have been a party, either as Plaintiff or Defendant, during the marriage, including any Personal Injury Awards.

○ **Safe Deposit Boxes**

Its location, the key location, the keyholders and a list of its contents.

○ **Mileage/Travel Rewards**

Statements of all rewards or points both granted and used and any dates of expiration.

○ **Membership cards**

Or documents identifying member number and participation rights in any country clubs, health clubs, gyms, etc.

○ **Other Assets**

Anything else that you think may be an asset or required as proof.

○ **Change Your Passwords - NOW!**

This is a lengthy list but you never know what kind of evidence you may need down the road, if your spouse is challenging your claim or rights. It's best to be over-prepared in the event of an impending divorce, than to realize you were under prepared halfway through it. There is often never a 'good time' to get divorced but being prepared for when that time comes will smooth out some of the bumps along the way.

Keep these documents in a safe place or off premises with a highly trusted friend from your side, whether they are originals, copies, photos or documents exported to a USB drive or the cloud.

You must protect your children and your own personal interests and what you agree to now will have consequences for many years to come, so be sure to seek professional advice before you commit to anything.

"Only I can change my life. No one can do it for me."

–Carol Burnett



deGraaf

financial strategies

simplify the seasons of life

For further information or financial guidance contact our office today to arrange your confidential, no-cost consultation appointment:

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*This information is provided as a guide for **educational purposes only** and is **not guaranteed** to be a complete list of all records you may or may not need. For personalized advice, you must contact **your personal legal, accounting and financial professionals** and disclose your own details pertaining to a potential separation or divorce.*