

**Parties Disclosure**  
**Requirements for Initial or Supplemental Proceeding**  
**Mandatory Disclosure Family Law Rule: 12.285**

- A. All federal and state income tax returns, gift tax returns, and intangible personal property tax returns filed by the party or on the party's behalf for the past **three (3) years**.
- B. IRS Forms W-2, 1099 and K-1's for the **past year**, if the income tax return for that year has not been prepared.
- C. Pay stubs or other evidence of earned income for the past **three (3) months** prior to the service of the financial affidavit.
- D. A statement by the producing party identifying the amount and source of all income received from any source during the **three (3) months preceding the service of the financial affidavit** required by this rule if not reflected on the pay stubs produced.
- E. All loan applications and financial statements prepared or used within **twelve (12) months preceding service** that parties financial affidavit required by this rule, whether for the purpose of obtaining or attempting to obtain credit or for any other purpose.
- F. All deeds within the last **three (3) years**, all promissory notes within the last **twelve (12) months**, and all present leases, in which the party owns or owned an interest, whether held in the party's name individually, in the party's name jointly with any other person or entity, in the party's name as trustee or guardian for any other person, or in someone else's name on the party's behalf.
- G. All periodic statements from the last **three (3) months** for all checking accounts, and from the last **twelve (12) months** for all other accounts (for example, savings accounts, money market funds, certificates of deposit, etc.), regardless of whether or not the account has been closed, including those held in the party's name individually, in the party's name jointly with any other person or entity, in the party's name as trustee or guardian for any other person, or in someone else's name on the party's behalf.
- H. All brokerage account statements in which either party in this action held within the last **twelve (12) months** or holds an interest including those held in the party's name individually, in the party's name jointly with any person or entity, in the party's name as trustee or guardian for any other person, or in someone else's name on the party's behalf.
- I. The 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) in which the party is a participant or alternate payee and the summary plan description for any retirement, profit sharing, or pension plan in which the party is a participant or an alternate payee. (**Note: The summary plan description must be furnished to the party on request by the plan administrator as required by 29 U.S.C. Section 1024(b)(4)**)

- J. The declaration page, the last periodic statement, and the certificate for all life insurance policies insuring the party's life or the life of the party's spouse, whether group insurance or otherwise, and all current health and dental insurance cards covering either of the parties and/ or their dependent children.
- K. Corporate, partnership, and trust tax returns for the last three **(3) tax years** if the party has an ownership or interest in a corporation, partnership, or trust greater than or equal to 30%.
- L. All promissory notes for the last **twelve (12) months**, all credit card and charge account statements and other records showing the party's indebtedness as of the date of the filing of this action and for the last **three (3) months**, and all present lease agreements, whether owned in the party's name individually, in the party's name jointly with any other person or entity, in the party's name as trustee or guardian for any other person, or in someone else's name on the party's behalf.
- M. All written premarital or marital agreements entered into at any time between the parties to this marriage, whether before or during the marriage. Additionally, in any modification proceeding, each party shall serve on the opposing party all written agreements entered into between them at any time since the order to be modified was entered.
- N. All documents and tangible evidence supporting the producing party's claim of special equity or non-marital status of an asset or debt for the time period from the date of acquisition of the asset or debt to the date of production or from the date of marriage, if based on premarital acquisition.
- O. Any court orders directing a party to pay or receive spousal or child support.

**THESE DOCUMENTS MUST BE FURNISHED WITHIN 45 DAYS OF THE DATE OF THE FILING OF THE PETITION OR DATE OF SERVICE OF THE PETITION**