



FINANCIAL INFORMATION

The following is an abbreviated version of the documents typically required. Additional information may be required if you have a more complicated financial situation.

It is based on the Alberta Court's mandated list of financial disclosure documents. You and your spouse are free to discuss and provide fewer documents (or more documents) if you agree.

If one party does not wish to provide their information, you may do a simple application with the court, and the court will order the documents to be supplied within 30 days.

At some point, you will swear an oath that the following is a complete and accurate statement of your financial affairs. Typical agreements have a significant penalty clause for non-disclosed assets.

You may scan your documents and supply them as pdf(s). Ensure you scan both sides of documents if applicable.

A decorative graphic consisting of several overlapping, semi-transparent green triangles of varying shades, creating a layered, geometric effect.

Do you want to save money and time in meetings?

- Assemble all of the requested information in the order listed.
- Provide copies only.
- Use single sided, 8 ½ x 11" paper.
- Mark each document with a "W" if it is solely in the Wife's name, "H" in the Husband's name, and "J" if registered in both/joint names.
- Circle the account number.
- Circle the balance/value.
- Remove staples - as we will be scanning these documents.

Questions? Give us a call at 780.990.0407 and we can help.

JOINT AND INDIVIDUAL ASSETS & DEBTS

Include details of assets/debts that are in your name or that you have an interest in.

Keep the originals. Provide copies only. If we will be filing your divorce documents, then we require an original marriage license, everything else should be copies only.

Tip: Most clients do a ‘print screen’ of the bank’s website showing all account numbers of their bank accounts, loans, mortgages, credit cards, etc. and the current balance. The one ‘print screen’ satisfies much of the following.

If you are using a valuation date different than the current date, then you will need to find the values as of that date – but the print screen is a good summary of your various financial accounts and a good place to start.

Complete?	Type	Description
<input type="checkbox"/>	Retirement Savings & Pensions	<p>List and Indicate name of institution where accounts are held, name and address of pension plan, balance, and pension details.</p> <p>Question: was any of the retirement savings or pension earned prior to the relationship?</p> <p>CPP: Contact Service Canada for a CPP statement at 800 622 6232 or use your Service Canada login to obtain statement online. Requested statements are mailed every Thursday 4:30pm.</p> <p>If you have a <u>defined benefit</u> pension plan (e.g. teacher’s pension, union pension, government pension):</p> <p style="padding-left: 40px;">Fax (888.806.3914) or email (info@thedivorcecompany.ca) a recent pension statement to our office at least 1 week prior to the division of assets and debts meeting.</p> <p>Tip: Contact your pension provider tell them your marriage date (or common law date as applicable), date of separation, and ask them to calculate the ‘pre division benefit’. Most times, you will not need this, but if it turns out that it is needed, it is best to get it started as soon as possible as it usually takes several weeks (or months).</p>
<input type="checkbox"/>	Real Estate	<p>List of any interest in land, including leasehold interests and mortgages, whether or not you are registered as owner. Provide legal descriptions and indicate estimated market value of your interest without deducting encumbrances (loans) or costs of disposition (real estate fees).</p> <p>List mortgages, lines of credit and current balances.</p>
<input type="checkbox"/>	Bank Accounts & Investments	<p>List savings and chequing accounts, cash, term deposits, GICs, stocks, bonds, Canada Savings Bonds, mutual funds, insurance policies (indicate beneficiaries), accounts receivable, term deposits, etc.</p>

<input type="checkbox"/>	Vehicles	<p>List cars, trucks, motorcycles, trailers, motor homes, boats, quads, airplanes, etc.</p> <p>Detail any associated debts (institution, account number, balance)</p> <p>TIP: Many people find the value of their vehicles at VMRCanada.com</p>
<input type="checkbox"/>	Corporate / Business Interests	List any interest you hold, directly or indirectly, in any corporation, unincorporated business, partnership, trust, joint venture, etc. Explain percentage owned.
<input type="checkbox"/>	Other Assets	<p>List the TOTAL value of the household contents at salvage value (e.g. Kijiji prices).</p> <p>List anything else of value that you own, including precious metals, collections, works of art, jewellery, or household items of high value.</p> <p>Include location/contents of any safety deposit boxes.</p>
	Debts	
<input type="checkbox"/>	Secured Debts	List all debts, not otherwise listed above, secured against an asset that you own.
<input type="checkbox"/>	Unsecured Debts	List all bank loans, personal loans, lines of credit, overdrafts, credit cards and any other debts that you have.
<input type="checkbox"/>	Other	List any other debts such as to family members, or obligations that are relevant to a claim for undue hardship – e.g. car lease payment
	Other:	
<input type="checkbox"/>	Exemptions:	<p>List premarital property, value at time of marriage and its value today.</p> <p>List personal injury settlements, insurance awards, court awards, or similar received during marriage.</p> <p>List major gifts from third parties received during marriage.</p> <p>List inheritances received during marriage</p> <p>List of debts at time of marriage and value today</p> <p>Be prepared to discuss where these values still exist in your current net worth.</p> <p>Example: At time of marriage I had a home at 123 Anywhere Cr. worth \$400,000 and it had a mortgage of \$300,000. We sold it and used the proceeds (\$95,000 net) to purchase our current home which has an estimated equity of \$200,000.</p>
<input type="checkbox"/>	Payments since separation	Detail any payments made from one spouse to the other, or payments made to a third party on behalf of the other spouse where you are not still working from common bank accounts.

		<p>Example: I moved out on January 1, 2015, and my spouse has lived in the house. I have paid the mortgage, property tax, and their cell phone for a total of \$10,000 between January 1, 2015 and August 31, 2015.</p> <p>I paid \$5,000 lump sum on February 1, 2015 and I also paid \$1,000/month to my spouse each month beginning January 1, 2015 to May 1, 2015 for a total of \$10,000.</p>
<input type="checkbox"/>	Historical Values	<p>If there has been a significant time since separation until now, or if using current values would not be fair, you may choose to provide the values at time of separation, as well.</p> <p>Example: We separated 2 years ago. At that time, the mortgage was \$300,000, and I have paid it down to \$250,000 now. It doesn't seem fair to use the \$250,000 value when it was much higher at time of separation.</p> <p>Example: When we separated, my spouse's credit card was \$1,000. Today it is \$10,000, it doesn't seem fair to use the higher value today when I didn't have any control over how much debt was incurred, nor did I get any benefit from it.</p> <p>Example: When we separated, my spouse took the bank account that had a balance of \$10,000. Today, the balance is \$10. It doesn't seem fair that I get ½ of \$10, when they got to use the whole \$10,000.</p>
<input type="checkbox"/>	Unusual Spending	<p>List any details of <u>excessive</u> spending that you think should be taken into account.</p> <p>Example: Just prior to separation, my spouse took \$10,000 from the account, went to Vegas without me and spent all of it. It doesn't seem fair that our net worth is lower and I didn't get the benefit of that spending.</p>
<input type="checkbox"/>	Other	<p>List any other financial information you think is relevant.</p> <p>Note: Who paid the mortgage and who contributed to the RRSPs during the marriage is not normally relevant.</p>
<input type="checkbox"/>	Documents	<p>Marriage Certificate (if we are also filing your divorce paperwork, it must be an original (government issued), otherwise a copy is fine).</p> <p>Please note – this is <u>not</u> the handwritten civil document, but should be the government issued document (looks somewhat like a birth certificate). If you were married in Alberta, you can request a marriage certificate from any registry. Contact other jurisdictions for their individual procedures.</p> <p>If you have a child who is 16 or under, you must attend a Government Mandated Parenting After Separation course prior to applying for a Divorce. Contact the program at 780.413.9805 to book a date, or you can take an online course – Google “Alberta Parenting After Separation”</p> <p>You will receive a certificate from the program. Do not lose it.</p>

QUICK CHECK: IS THERE ANYTHING YOU CAN THINK OF THAT WOULD AFFECT THE DIVISION OF YOUR ASSETS AND DEBTS THAT ISN'T LISTED ABOVE?

INCOME DOCUMENTS

Income is the basis of child and spousal support discussions. The pattern of income is important as it helps paint a picture of income over the relationship. The three years preceding the breakdown of the relationship normally represents the highest income earned. If it isn't, please supply more years of history.

For all tax information, the time period to use is the 3 years PRIOR to separation through to the current information available.

Complete?	Type	Description
<input type="checkbox"/>	<u>Income Tax Returns:</u>	A copy of every personal income tax return you have filed for each of the 3 years prior to separation until current. If you have not filed a tax return for the previous year, you must provide copies of your T4, T4A, and all other relevant tax slips and statements disclosing any and all sources of income for the previous year. You may obtain copies of your tax returns by calling CRA at 1 800 959 8281 (press * to speak to an agent). If you have a CRA account, you may print them yourself by using http://www.cra-arc.gc.ca/esrvc-srvce/tx/ndvdl/myccnt/menu-eng.html
<input type="checkbox"/>	<u>Notice of Assessments:</u>	A copy of every notice of assessment and reassessment issued to you for each of the 3 most recent taxation years prior to separation until current, or a copy of the Canada Revenue Agency printout of your last 3 years' income tax returns prior to separation until current. You may obtain copies by contacting CRA at 1 800 959 8281 (press * to speak to an agent).
<input type="checkbox"/>	<u>Paystubs:</u>	If you are an employee, a copy of each of your most recent paystub statement of earnings indicating your total earnings paid in the year to date, including overtime (Paystubs), or where such a statement is not provided by your employer, a letter from your employer setting out that information, including your rate of annual salary or remuneration.
<input type="checkbox"/>	<u>Other Income:</u>	If you receive income from employment insurance, social assistance, a pension, workers' compensation, disability payments, dividends, or any other source, the most recent statement of income indicating the total amount of income from the applicable source during the current year or, if such a statement is not provided, a letter from the appropriate authority stating the required information.

<input type="checkbox"/>	<u>Students:</u>	<p>If you are a student, a statement indicating the total amount of student funding you have received during the current academic year, including loans, grants, bursaries, scholarships and living allowances.</p>
<input type="checkbox"/>	<u>Self-Employed:</u>	<p>If you are self-employed in an unincorporated business: particulars or copies of every cheque issued to you during the last 6 weeks from any business or corporation in which you have an interest, or to which you have rendered a service;</p> <ul style="list-style-type: none"> • the financial statements of your business or professional practice for the 3 most recent taxation years prior to separation until current; and • a statement showing a breakdown of all salaries, wages, management fees or other payments or benefits paid to yourself, or to persons or corporations with whom you do not deal at arm’s length, for the 3 most recent taxation years prior to separation until current.
<input type="checkbox"/>	<u>Partnerships:</u>	<p>If you are a partner in a partnership, confirmation of your income and draws from, and capital in, the partnership for its 3 most recent taxation years prior to separation until current.</p>
<input type="checkbox"/>	<u>Companies:</u>	<p>If you have a 1% or more interest in a privately held corporation: the financial statements of the corporation and its subsidiaries for its 3 most recent taxation years prior to separation until current;</p> <ul style="list-style-type: none"> • a statement showing a breakdown of all salaries, wages, management fees or other payments or benefits paid to yourself, or to persons or corporations with whom the corporation, and every related corporation, does not deal at arm’s length for the corporation’s 3 most recent taxation years prior to separation until current; and • a record showing your shareholder’s loan transactions for the past 12 months
<input type="checkbox"/>	<u>Trusts:</u>	<p>If you are a beneficiary under a trust, a copy of the trust settlement agreement and copies of the trust’s 3 most recent financial statements prior to separation until current.</p>
<input type="checkbox"/>	<u>Recent transactions for Bank Accounts</u>	<p>Copies of all statements and cancelled cheques for all bank accounts held solely or jointly in your name for the most recent 6 months. Many clients who are familiar with their spouse’s spending or where they are not concerned about recent spending, agree between them to skip this step.</p>



<input type="checkbox"/>	<u>Recent Transactions for Credit Cards</u>	Copies of credit card statements for all credit cards solely or jointly in your name for the most recent 6 months. Many clients who are familiar with their spouse's spending or where they are not concerned about recent spending, agreed between them to skip this step.
<input type="checkbox"/>	<u>Budget:</u>	Your monthly budget of expenses.
<input type="checkbox"/>	<u>Children's Expenses:</u>	<p>A detailed list of any special or extraordinary expenses claimed (where child support is an issue) as well as copies of receipts or other documentation providing the amount of those expenses, namely:</p> <ul style="list-style-type: none"> • child care costs, including subsidies; • health care and extended medical and dental insurance premiums attributable to the child; • uninsured health care and dental expenses; • extraordinary educational expenses; • post-secondary educational expenses; and • extraordinary expenses for extracurricular activities (list activities)



HUSBAND'S CURRENT INCOME

Please list all sources of income and amounts of income **per month**:

Details	Source (example: employers' name)	Amount per month
Gross Employment income:		\$
		\$
Employment insurance benefits of:		\$
Worker's Compensation Benefits of:		\$
Interest and investment income of:		\$
Pension income of:		\$
Government assistance income of:		\$
		\$
Self-employment income of:		\$
Other income of:		\$
		\$

I expect the Husband's annual income at line 150 of the tax return this year to be \$ _____;

WIFE'S CURRENT INCOME

Please list all sources of income and amounts of income **per month**:

Details	Source (example: employers' name)	Amount per month
Gross Employment income:		\$
		\$
Employment Insurance Benefits of:		\$
Worker's Compensation Benefits of:		\$
Interest and investment income of:		\$
Pension income of:		\$
Government assistance income of:		\$
		\$
Self-employment income of:		\$
Other income of:		\$
		\$

I expect the Wife's annual income at line 150 of the tax return this year to be \$ _____;



NEXT STEPS

We would like to have your documents 1 week prior to your meeting so that we can have a chance to review them, ask questions of you by email, and to give you opportunity to find any missing information. Alternatively, you may bring the documents with you to the first financial meeting. If there is missing information, we are less likely to finish in the time allotted.

Scan your documents and send them by email to info@thedivorcecompany.ca. Many email programs have a size limit of either 5mb or 10mb. If your email is not successful, you may need to break your documents into multiple files.

Our preference is for electronic files, but you may also drop the documents off in an envelope 1 week before your meeting.

PHONE US AT 780.990.0407 IF YOU HAVE ANY QUESTIONS.