

MANDATORY DISCLOSURE

These financial documents are necessary for us to begin working on your case. Additionally, the Florida Supreme Court **requires** that this information **must** be provided to your spouse. This requirement **cannot** be waived by either party. **These documents must be provided within 45 days of the service of process. Please have your documents to us by: _____.**

When returning the requested documents to our office please do so with this form and check whether or not the documents are being provided or if they are not in your possession. If they are not in your possession, please also list who has the documents.

If you are not in possession of a document but know who has them, please attempt to obtain the document from that individual. For example, if you do not keep your pay stubs, you usually are able to obtain the requested information from your employer. If you are unable to obtain a document, inform us of who has them so we may try to obtain them. However, keep in mind if we have to obtain documents ourselves it may increase the legal fees involved in your case.

Provided	Not In My Possession	Who Has Them	<u>Documents Needed</u>
_____	_____	_____	<p>1. Financial Affidavit: You will receive a worksheet from our office that must be prepared, signed in the presence of a notary public, and filed with the Court. We will provide you with the form and will prepare it in a final format for your review and signature. * Your spouse will also have to file a Financial Affidavit with the Court.</p>
_____	_____	_____	<p>2. Copies of your Tax Returns for the last three (3) years: * Federal Income Tax Returns * State Income Tax Returns * Gift Tax Returns * Intangible Personal Property Tax Returns</p>
_____	_____	_____	<p>3. Certain IRS forms, the most recent: * W-2 * 1099 * K-1</p>
_____	_____	_____	<p>4. Your pay stubs for all earned income for the three (3) months prior to the date the Financial Affidavit is provided to your spouse. (This is any income you have received from any employer.)</p>
_____	_____	_____	<p>5. Evidence or statement of income not reflected on pay stubs. You must make a statement that identifies the source and amount of any income not on the pay stubs required in paragraph 4, for the same three (3) month period prior to the date the financial affidavit is provided to your spouse. (Examples: expense reimbursements, taxable cash winnings, undocumented compensation, referral fees and bonuses, etc.)</p>

_____ 20. **Any court orders directing you or your spouse to pay or receive spousal or child support.**

_____ 21. **If this is a modification proceeding, all written agreements entered into between the parties since the order to be modified was entered.**

Mandatory disclosure of these financial records has definite time limits. If you do not comply, the Judge may dismiss your case, strike your pleadings, or sanction YOU, among other things.

If you have any questions regarding the requested documents, please contact our office as soon as possible so that no time is wasted. Remember, your cooperation is key to the progression of your case.

REMINDER: Under Florida Family Law Rules of Procedure, you have a continuing duty to supplement or amend your (1) Financial Affidavit, and (2) prior disclosures of documents made pursuant to Mandatory Disclosure or in response to a Request/Notice to Produce. Therefore, you must notify our office **IMMEDIATELY** if any of the following occur:

- A) You obtain information or otherwise determine that a prior response or disclosure was incorrect when made.
- B) You have a material change in your financial status.
- C) You obtain information or otherwise determine that a prior response or disclosure, although correct when made, is no longer materially true or complete.

If you can obtain copies of any missing documents, please do so (copies of pay stubs, for example, can usually be obtained through your employer).