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| **MANDATORY DOCUMENTATION Please send to my assistant** |
| ❒ | **Marriage Certificate** (can be obtained from any Motor Vehicle Registry). |
| ❒ | **Photograph** of your Spouse (if filing for divorce). |
| ❒ | **Tax Returns** for last 3 years, including all schedules (or, if not filed, copies of T4, T4A and all other relevant tax slips and statements disclosing any and all sources of income for the year). |
| ❒ | **Notices of Assessment** from CRA for last 3 years. |
| ❒ | **Pay stubs** from employer for last 3 pay periods, including year-to-date earnings (if not possible, then a letter from employer setting out that information including annual salary/remuneration). |
| ❒ | **Bank Account** Statements and cancelled checks for last 6 months (sole and joint with any other person). |
| ❒ | **Credit Card/LOC** Statements for last 6 months, including department store cards (sole and joint). |
| ❒ | List and receipts of **child expenses** you are claiming against the other parent (child care, medical and dental insurance, health-related, educational, post-secondary educational, extra-curricular). |
| ❒ | **Parenting After Separation** Seminar Certificate (required if children under 16 years of age and seeking divorce or applying in Court of Queen’s Bench for custody, access or support). |
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| **If you have received…** |  | **then we require:** |
| RRSP/RESP | ❒ | Statements for last 3 months. |
| Pension | ❒ | Most recent statement, and pension division statement |
| Term Deposit Certificates | ❒ | Most recent statement. |
| Guaranteed Investment Certificates (GICs) | ❒ | Most recent statement. |
| Stocks/Shares | ❒ | Most recent statement. |
| Any other investment | ❒ | Most recent statement. |
| EI | ❒ | Most recent statement. |
| Social Assistance | ❒ | Most recent statement. |
| Worker’s Compensation | ❒ | Most recent statement. |
| Disability payments | ❒ | Most recent statement. |
| Student finance | ❒ | Most recent statements for loans, grants, bursaries, scholarships, and educational living allowances. |
| Business (self-employed, corporation, partnership) | ❒ | Financial statements for last 3 taxation years. |
| ❒ | General Ledger statements for last 3 and current taxation years (recommended). |
| ❒ | Property, Plant, and Equipment (Amortization) Schedule (recommended) |
| ❒ | Accountant’s year-end journal entries, and any personal expense forms submitted to the accountant (recommended, if in existence; ask your accountant) |
| ❒ | Business bank account and credit card statements (recommended) |
| ❒ | Statements for all business-related loans throughout all years in dispute, showing minimum payments (recommended). |
| ❒ | Statement showing all your salaries, wages, management fees or other payments or benefits for last 3 years (I will provide a blank form and instructions to you). |
| ❒ | If corporation: record of last 12 months of your shareholder’s loan transactions. |
| ❒ | If unincorporated: copies of each cheque issued to you during last 6 weeks from business, or from any person or business to which you have rendered a service. |
| ❒ | If partnership: confirmation of your income and draws from, and capital in, the partnership for the partnership’s last 3 taxation years. |
| Trust/beneficiary | ❒ | Copy of Trust Settlement Agreement. |
| ❒ | Copies of Trust’s last 3 financial statements. |
| Any other income source | ❒ | Most recent statement. |