**Financial Disclosure
Homework Package**

**Purpose**

Although completing this package will take some effort, it is absolutely essential that you do so. Promptly providing this information will benefit you in several ways, such as:

1. We are much more likely to resolve this matter when both sides are able to perform the same calculations based on the same information;
2. I strongly recommend that we do not make nor accept any settlement offers without both sides first exchanging this information, so that I can give you a proper opinion and so that you are making an informed decision;
3. As your former partner can file a document to compel you to provide all of this information within 30 days, and it can take some time to assemble this information, it is better to get started now;
4. We are required by the Courts to file this information before we can file or respond to most applications relating to child support; and
5. As courts will sometimes declare agreements invalid where there has not been complete financial disclosure, exchanging this information means that our efforts to resolve your matter will be less likely to be undone.

**Questions?**

If you have any questions, please contact my assistant.

**When completed:**

**Please provide all of this information to my assistant.** It can be transmitted by email, fax, delivered, or mailed.

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| **BUDGET** |
| - Where an exact or average amount is not possible, use your best estimate.- Where amounts are not monthly, divide the annual amount by 12.- Tip: look at your bank statements to determine annual amounts. |
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| Monthly Income |
| Employment Income | $ |
| Bonuses | $ |
| Commissions | $ |
| EI | $ |
| Workers’ Compensation | $ |
| Social Assistance | $ |
| Pension | $ |
| Interest | $ |
| Self-employment | $ |
| Dividends | $ |
| Investments | $ |
| Net Rental Income (after expenses) | $ |
| GST rebate cheques | $ |
| Child Tax cheques | $ |
| Support from others (eg former spouse) | $ |
| Other (specify) | $ |
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| Deductions from Pay Cheques |
| Income Tax | $ |
| Union Dues | $ |
| EI | $ |
| CPP | $ |
| Employer Pension | $ |
| Payroll Savings Plan | $ |
| RRSP Payroll Deduction | $ |
| Group Dental/Medical | $ |
| Vision care | $ |
| Drug plan | $ |
| Life insurance | $ |
| Other (specify) | $ |
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| Basic Expenses |
| Groceries, household supplies, toiletries | $ |
| Meals outside the home | $ |
| Rent | $ |
| Mortgage | $ |
| Property Taxes | $ |
| Condo Fees | $ |
| Electricity | $ |
| Gas | $ |
| Water/sewer | $ |
| Internet | $ |
| Telephone (cell phone and home) | $ |
| Cable Television | $ |
| Netflix | $ |
| Home Repairs | $ |
| Home/Tenant Insurance | $ |
| Medical/dental Insurance | $ |
| Home gardening or snow removal | $ |
| Maid/nanny | $ |
| Security system | $ |
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| Clothing (including amount spent on children) |
| Winter Clothing | $ |
| Summer Clothing | $ |
| Sports Clothing | $ |
| Dress Clothing | $ |
| Footwear | $ |
| Other (specify) | $ |
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| Transportation/Automobile Operation |
| Bus Pass/Tickets | $ |
| Gas/diesel | $ |
| Oil changes | $ |
| Driver’s License Renewal | $ |
| Registration Renewal | $ |
| Vehicle Insurance | $ |
| Parking | $ |
| Vehicle repairs | $ |
| Other (specify) | $ |
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| Children’s Expenses |
| Sports (registration & equipment) | $ |
| Other extra-curriculars (registration & equipment) | $ |
| School fees/supplies/expenses | $ |
| Post-secondary tuition | $ |
| Post-secondary books | $ |
| Daycare/after-school care | $ |
| Other babysitting | $ |
| Non-insured portion of prescriptions/vitamins | $ |
| Non-insured portion of dental/orthodontics | $ |
| Non-insured portion of medical costs | $ |
| Allowances | $ |
| Other (specify) | $ |
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| Other expenses |
| Your non-insured portion of prescriptions/vitamins | $ |
| Your non-insured portion of dental/orthodontics | $ |
| Your non-insured portion of medical costs | $ |
| Your tuition, books | $ |
| Alcohol/Cigarettes | $ |
| Life Insurance | $ |
| Newspapers | $ |
| Entertainment | $ |
| Recreation | $ |
| Vacation | $ |
| Haircuts | $ |
| Drycleaning/Laundry | $ |
| Support payments to former spouse | $ |
| Support payments for children from another relationship | $ |
| Debt payments | $ |
| Gifts (birthdays, Christmas, wedding) | $ |
| Charities/church | $ |
| Safety deposit box | $ |
| Pocket money | $ |
| Pet expenses (specify) | $ |
| Other (specify) | $ |

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| ASSETS | Description (eg address of land, year/make/model of vehicles/equipment, bank/investment/loan account number) | Estimated Market Value (if known) | In Whose Name?(including any assets that you hold jointly with any third parties) | Acquired When? (approximate year okay if you don’t know the date, or before/after/during relationship) |
| Home |  |  |  |  |
| Other Land, Farmland, Investment Properties, Rental Properties, Cottages, Cabins, Condos |  |  |  |  |
| Pensions (other than CPP) |  |  |  |  |
| RRSPs |  |  |  |  |
| RESPs (including children’s) |  |  |  |  |
| LIRAs |  |  |  |  |
| LIFs |  |  |  |  |
| GICs |  |  |  |  |
| Term Deposits |  |  |  |  |
| Stock, Shares, Bonds, Profit Sharing Plans |  |  |  |  |
| Income Tax Refund |  |  |  |  |
| Other Investments |  |  |  |  |
| Chequing Accounts |  |  |  |  |
| Savings Accounts |  |  |  |  |
| Cash/Currency/Bitcoin |  |  |  |  |
| Safety Deposit Box (list contents) |  |  |  |  |
| Insurance (if cash surrender value or redeemable balance) |  |  |  |  |
| Loans to any other person, business, or organization (including loans to family members and friends) |  |  |  |  |
| Vehicles |  |  |  |  |
| Quads |  |  |  |  |
| Motorcycles |  |  |  |  |
| Boats |  |  |  |  |
| Holiday Trailers / RVs / Campers |  |  |  |  |
| Employment Equipment |  |  |  |  |
| Other Vehicles/Equipment (eg tractors, trailers) |  |  |  |  |
| Household contents, furniture, appliances |  |  |  |  |
| Jewelry |  |  |  |  |
| Art |  |  |  |  |
| Tools |  |  |  |  |
| Pets |  |  |  |  |
| Other valuable property, inheritances, gifts |  |  |  |  |
| Business Assets, Partnerships, Corporations |  |  |  |  |
| Trust Interests (if you or children beneficiaries) |  |  |  |  |

You must also disclose any property that was **disposed** of (i.e. sold, given away, transferred, lost, or damaged) within one year of a property division claim being commenced (or use today’s date if one hasn’t yet been commenced). Indicate that it has been disposed of above.

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| DEBTS | Description (institution and account number) | Balance Owing | Minimum Monthly Payments (exact, last statement amount okay) | In Whose Name?(including any assets that you hold jointly with any third parties) | Acquired When? (approximate year okay if you don’t know the date, or before/after/during relationship) |
| Mortgages |  |  |  |  |  |
| HELOCs / Lines-of-Credit |  |  |  |  |  |
| Vehicle Loans |  |  |  |  |  |
| Finance Companies |  |  |  |  |  |
| Bank Loans |  |  |  |  |  |
| Credit Cards |  |  |  |  |  |
| Department Store Cards |  |  |  |  |  |
| Tax Debt (personal, not corporate) |  |  |  |  |  |
| Debts to Family or Friends |  |  |  |  |  |
| Other Loans |  |  |  |  |  |
| Guarantees / co-signing of other loans |  |  |  |  |  |

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| **EXEMPTIONS** |
| Were any of the above assets or businesses **owned** **before the marriage/relationship**, purchased using the proceeds of property owned before the marriage/relationship, or in exchange for property owned before the marriage/relationship? If so, please specify which property, and include the lesser of the market value as at the date the relationship began (or the date of the marriage if you separated before January 1, 2020) and now, if known: |
| Were any of the above assets or businesses received as a **gift**, purchased using the proceeds of a gift, or in exchange for property received as a gift? If so, please specify which property, and include the lesser of the market value of the original gift as at date of receipt and now, if known: |
| Were any of the above assets or businesses received as an **inheritance**, purchased using the proceeds of an inheritance, or in exchange for property received as an inheritance? If so, please specify which property, and include the lesser of the market value of the original inheritance as at date of inheritance and now, if known: |
| Were any of the above assets or businesses received as a result of a **personal injury** or **insurance** (except where the damage/loss occurred in relation to both spouses), purchased using the proceeds of a personal injury award or such insurance settlement, or in exchange for property received as a result of a personal injury or such insurance settlement? If so, please specify which property, and include the lesser of the market value of the original amount received in relation to the personal injury as at the date of receipt and now, if known: |

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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 and any **T5 Slips** (or, if not yet 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/Reassessment** 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/kids). |
| ❒ | **Credit Card/LOC** Statements for last 6 months, including department store cards (sole and joint). |
| ❒ | List and receipts for **child expenses** you are claiming against the other parent (in general: child care, medical and dental insurance, health-related, educational, post-secondary education, extra-curricular). |
| ❒ | **Parenting After Separation** Seminar Certificate (required if children under 16 years of age and seeking divorce or applying for court order in Court of Queen’s Bench). |
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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, farm, rental property, home-based, hobby earning revenue, etc)Note: Your accountant or bookkeeper will likely have many of these documents, however, is it your responsibility to ensure they are disclosed by any deadline.If your Tax Returns or your business’s Financial Statements aren’t up to date, it’s very important that you promptly attend to having them updated.  | ❒ | Financial Statements for last 3 taxation years. |
| ❒ | General Ledger statements for last 3 and current taxation years. |
| ❒ | Property, Plant, and Equipment (Amortization) Schedule |
| ❒ | Business Expense Statement (I will provide form to you). Supporting receipts, invoices, and other documents also recommended. |
| ❒ | Any forms you provided your accountant setting out personal expenses for the last 3 taxation years (e.g. cell phone, vehicle, home office). |
| ❒ | If corporation: record of last 12 months of your shareholder’s loan transactions. |
| ❒ | Financial Statements from marriage year, prior yr, and cohabitation yr (recommended). |
| ❒ | If unincorporated: copies of each cheque issued to you during last 6 weeks from your business or corporation, 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. |