

## **FAMILY LAW DOCUMENT CHECK LIST**

*If your separation involves the division of property or child or spousal support, you will need to gather documents for any of the following assets, debts expenses or income that are relevant to you or your family. Thorough preparation will increase the efficiency of your negotiation.*

### **INCOME**

- \_\_\_ 1. Your most recent Income Tax Return, with attachments and your Notice of Assessment, if received.
- \_\_\_ 2. Your spouse's most recent Income Tax Return, with attachments and Notice of Assessment, if received.
- \_\_\_ 3. Your 3 last pay stubs, with code.
- \_\_\_ 4. Your spouse's last 3 pay stubs, with code.
- \_\_\_ 5. Evidence of any other source's of income for either of you, including bonuses, corporate share purchase agreements, child or spousal support, retirement or disability plan payments, E.I., Federal or Provincial Child Benefits, etc.

### **EXPENSES**

*Provide the most recent statements.*

- \_\_\_ 6. Mortgage statement(s)
- \_\_\_ 7. Rental Agreement
- \_\_\_ 8. Loan statement(s)
- \_\_\_ 9. Car Lease(s) or Loan(s)
- \_\_\_ 10. Line(s) of Credit statement(s)
- \_\_\_ 11. Property Tax Statement(s)
- \_\_\_ 12. Property Insurance Statement(s)
- \_\_\_ 13. Life Insurance
- \_\_\_ 14. Child care
- \_\_\_ 15. Child education
- \_\_\_ 16. Hydro
- \_\_\_ 17. Telephone
- \_\_\_ 18. Household Budget or Cash Flow Summary
- \_\_\_ 19. Other

### **ASSETS**

*Provide the most recent statements.*

- \_\_\_ 20. Certificate(s) of Title
- \_\_\_ 21. RRSP Statement(s)
- \_\_\_ 22. Pension Statement(s)
- \_\_\_ 23. Extended Health Care employment plan(s)
- \_\_\_ 24. Pension Plan(s)
- \_\_\_ 25. RESP Statement(s)
- \_\_\_ 26. Family Trust(s) – document creating the trust & current account statement(s)
- \_\_\_ 27. Bank – Chequing and Savings Accounts
- \_\_\_ 28. Securities &/or Mutual Fund Accounts
- \_\_\_ 29. Whole Life Insurance – certificate(s) and statement(s)
- \_\_\_ 30. Private Corporation or Partnership – Most recent income tax return, with attachments
- \_\_\_ 31. Collectables – List & provide evidence of purchase price &/or appraised value
- \_\_\_ 32. Jewelry – List and provide evidence of appraised value &/or purchase price
- \_\_\_ 33. Art Work – List and evidence of appraised value &/or purchase price
- \_\_\_ 34. Motor Vehicle(s) – purchase price
- \_\_\_ 35. Air line “miles” statement(s)

- \_\_\_ 36. Canada Pension Plan statements
- \_\_\_ 37. Life Insurance(s)
- \_\_\_ 38. List of household furnishings, china, crystal, computer, stereo, TV, etc, with used, as is, estimate of value
- \_\_\_ 39. Other

**DEBTS**

*Provide most recent statements. NOTE: Some of these may also be listed under Expenses.*

- \_\_\_ 40. Mortgage(s)
- \_\_\_ 41. Line(s) of Credit
- \_\_\_ 42. Car Lease(s) or Loan(s)
- \_\_\_ 43. Credit Card(s)
- \_\_\_ 44. Loan(s)
- \_\_\_ 45. Income Tax owing
- \_\_\_ 46. Other.

**OTHER**

- \_\_\_ 47. Your current Will.
- \_\_\_ 48. Any Pre-Nuptial Agreement, Marriage Agreement or Separation Agreement that you and your spouse have signed.
- \_\_\_ 49. Marriage Certificate
- \_\_\_ 50. If either of you were not born in Canada, evidence of your current status in Canada.
- \_\_\_ 51. Birth Certificates - for you and your spouse.

**NOTE:** Section 58(1) of the *Family Relations Act* of British Columbia defines family asset as:

*Property owned by one or both spouses and ordinarily used by a spouse or a minor child of either spouse for a family purpose is a family asset.*