

FINANCIAL QUESTIONNAIRE



I. INCOME

Earned Income		(Name)		(Name)	Notes
a.	Annual Income (base pay)				
b.	Type of work				
c.	How long in this position				
d.	Bonus in the last year				
e.	Does your work provide health insurance?	Yes	No	Yes No	
f.	Do you receive stock awards?	Yes	No	Yes No	
g.	Do you receive stock options/RSUs? If yes, provide	Yes	No	Yes No	
h.	List any job perks, e.g., free car, internet, vesting schedule				
i.	Do you anticipate changing positions soon?	Yes	No	Yes No	

Other Income

a.	Annual income			
b.	Type of work			
c.	How long in this position			
d.	Under what circumstances will it continue			

II. ASSETS AND LIABILITIES

Real Estate		Family home	Other	Notes
a.	Address			
b.	Date purchased			
c.	Purchase price			
d.	Amount of down payment			
e.	Source of down payment			
f.	Current monthly payment			
g.	Annual taxes (if not included in monthly payment)			
h.	Annual insurance (if not included in monthly payment)			
i.	Current mortgage balance			
j.	Present market value			

Cars, Trucks, Motorcycles, RVs, Boats**Vehicle 1****Vehicle 2****Vehicle 3**

a.	Year			
b.	Make			
c.	Model			
d.	Market value			
e.	Balance owing			
f.	Who uses			
g.	Who is on title			

Life Insurance**Policy 1****Policy 2****Policy 3**

a.	Face amount			
b.	Insurance Company			
c.	Cash value, if any			
d.	Person insured			
e.	Amount of any outstanding loan			

Bank Accounts**Account 1****Account 2****Account 3**

a.	Name of bank			
b.	Type of account, i.e. checking, savings			
c.	Name on account			
d.	Who has access			
e.	Current balance			
f.	Date opened			
g.	Last 4 digits of account number			

continued**Account 4****Account 5****Account 6**

a.	Name of bank			
b.	Type of account, i.e., checking, savings, brokerage			
c.	Name on account			
d.	Who has access			
e.	Current balance			
f.	Date opened			
g.	Last 4 digits of account number			

IRAs, Stocks, Bonds, CDs**Account 1****Account 2****Account 3**

a.	Name of institution			
b.	Type of account, i.e., IRA, stock, bond, CD			
c.	Name on account			
d.	Purchase price (if stock)			
e.	Face value (if bond)			
f.	Current value			
g.	Last 4 digits of account number			

continued

Account 4

Account 5

Account 6

a.	Name of institution			
b.	Type of account, i.e., IRA, stock, bond			
c.	Name on account			
d.	Purchase price (if stock)			
e.	Face value (if bond)			
f.	Current value			
g.	Last 4 digits of account number			

Work-Sponsored Retirement Plans

Account 1

Account 2

Account 3

a.	Name of institution			
b.	Type of account, i.e., 401K, 403B, Pension, PSP			
c.	Name on account			
d.	Vested value (Current value, if fully vested)			
e.	Unvested value			
f.	Years for full value to vest			
g.	Last 4 digits of account number			

continued

Account 4

Account 5

Account 6

a.	Name of institution			
b.	Type of account, i.e., 401K, 403B, Pension, PSP			
c.	Name on account			
d.	Vested value (Current value, if fully vested)			
e.	Unvested value			
f.	Years for full value to vest			
g.	Last 4 digits of account number			

Credit Cards

Account 1

Account 2

Account 3

a.	Name of card			
b.	Name on account			
c.	Who has access			
d.	Current balance			
e.	Minimum payment, if not paid in full monthly			

Other Debt

Account 1

Account 2

Account 3

a.	Type of debt			
b.	Name of creditor			
c.	Name of debtor			
d.	Current balance			
e.	Balance due date			
f.	Monthly payment			

Safety Deposit Box

a.	Location	
b.	Name on account	
c.	Contents	

Significant/Valuable Antiques, Tools, Art, etc.

Market Value

a.	Item:	
b.	Item:	
c.	Item:	

Business Interests

Business 1

Business 2

a.	Name of business		
b.	Form of business, e.g., LLC, sole proprietorship		
c.	Number of shares owned, if any		
d.	Net worth of business		
e.	Profit or loss in last year		
f.	Married at time business was acquired?		

III. A FEW MORE QUESTIONS

a.	Has either of you filed for bankruptcy?
	If so, please provide date and location of filing.
b.	Has either of you signed a guarantee or indemnification for the other?
	If so, please provide date signed, amount guaranteed, security pledged, and holder.
c.	Did either of you provide the other with an education?
	If so, please specify the date earned, the type of degree, and respective earnings at the time.
d.	Is there any other financial consideration or question you would like to bring to the mediation?

IV. RECORDS TO PROVIDE--not needed at the first meeting

	Paystubs representative of your annual income. E.g., a current paystub with YTD figures, and one showing your bonus.
	Your most recent tax return.
	If you are a sole proprietor, a recent profit/loss statement.
	A credit report (not the score) from annualcreditreport.com. The report identify joint accounts, and authorized users.
	Any prenuptial, community property or postnuptial agreement.