

## INSTRUCTIONS FOR COMPLETING YOUR FINANCIAL AFFIDAVIT

- 1) Fill out each part completely.
- 2) Make sure you write any questions or concerns next to the line to which your question applies.
- 3) **Remember that there are 4.33 weeks in a month and that the affidavit is looking for monthly expenses. Therefore, if you know that something costs \$50.00 per week, then you take \$50 multiplied by 52 weeks divided by 12 = 216.67. Also, if you know something costs \$50 every other week, then you take \$50 multiplied by 26 weeks and divided by 12 = 108.33. Let's say you pay \$50 on the 15<sup>th</sup> and 30<sup>th</sup> of each month. In that case, the cost is \$100.00 per month. Note that every other week is NOT the same as twice per month.**
- 4) Make sure you check the balances of your liabilities, bank accounts, investments, retirement accounts and place the updated balances on the affidavit.
- 5) Make sure all your debts and all your assets are listed.
- 6) Take time to check your check register for miscellaneous expenses that come up over the year.
- 7) You can use your check register to average the cost of your utilities for the entire year.
- 8) Remember that this affidavit is under oath.
- 9) Most people do not have money left over at the end of the month.
- 10) **Health Insurance – please obtain a breakdown from your employer that shows how much your health insurance is for just you, you and your spouse, you and your children, your entire family. These breakdowns are usually available online or through your Human Resources Department.**

### Frequently Missed Items

Page 5

#### Household

Do you have a home security system or other monthly or annual household expenses that are not listed in household expenses? If so, please list them in other.

#### Transportation

Does your spouse have a vehicle? If so, please make sure to separate the payments and the insurance costs. Also, please write on a piece of paper how much you believe your spouse pays for all the car related items in the transportation section and make sure that the amounts you fill out on the actual form are just for you.

Do you have to pay tolls? These would go in “other” in this section.

Do you get car washes? This would go in “other” in this section.

Please list what each “other” item is and the cost.

Did you include your yearly registration fee with the secretary of state?

#### Personal

Do you go to the eye doctor? Dentist?

Are you sure you spend your total on gifts yearly? This includes birthdays, Christmas, holidays, weddings, showers, baby gifts, etc. Think about writing out a separate piece of paper of all the people you buy gifts for annually and how much you spend. Add up all the costs and divide it by 12. That is the total per month you spend on gifts. You may not go to the same person's wedding each year, but if you generally end up at one wedding a year, include it as an expense. If you go to a wedding every other year, what is ½ the amount you give (that will give you an annual average). This goes in the “gifts” section of Personal Expenses on Page 5.

Page 5/6

#### Expenses of Minors

Example: clothing (winter – coats, boots, gloves, summer, back to school, etc.)

Do you have children from a relationship not the subject to this litigation? If so, please list the expenses for that child to the LEFT of the letters in the expenses of minors section. Feel free to contact us with any questions or concerns about this.

Liabilities

Make sure every single debt is listed – mortgage, car loans, credit cards, medical debt, etc. separately.

Please find out the total owed and the monthly payments.

If you have a personal loan from a friend or family member, you must list their name(s).

***PLEASE PROVIDE US WITH YOUR THREE (3) MOST RECENT PAY STUBS AND LAST THREE (3) YEARS OF YOUR TAX RETURNS WITH ATTACHMENTS.***