[Client Name]

[Case No.]

[County]

| NO. | REQUESTED | SENT/REC’D |
| --- | --- | --- |
| PRODUCED |
| **1. All federal and state income tax returns filed by either party for the last three calendar years. Include all W-2 forms, 1099, K-1 forms and schedules.** |
| a |  |  |
| b |  |  |
| **2. If income tax returns for the last calendar year have not been filed, all W-2 statements, year-end payroll statements, interest and dividend statements, and all other records of income earned or received by either party during the last calendar year.** |
| a |  |  |
| b |  |  |
| **3. All records showing any income earned or received by either party for the current calendar year.** |
| a |  |  |
| b |  |  |
| **4. All financial statements, statements of net worth, credit card and loan applications, and credit reports prepared by or for either party during last two calendar years.** |
| a |  |  |
| b |  |  |
| **5. Deeds, real estate contracts, appraisals, most recent mortgage and line of credit statements, and most recent statements of assessed value relating to real property in which either party has any interest.** |
| a |  |  |
| b |  |  |
| **6. Most recent statement (except for recurring utilities and insurance) showing any other debt owed by either party, not including credit card debt. Provide statements for the last 12 months for any credit card account held by either party, whether the account is closed or open.**  |
| a | Credit card debt |  |
| B | Vehicle loans |  |
| c | C Promissory notes |  |
| d | Any other debt ADD new paragraph e: go to annualcreditreport.com and obtain a copy of your current credit report |  |
| **7. Certificates of title or registrations of all automobiles, motor vehicles, boats, or other personal property registered in either party’s name or in which either party has any interest.** |
| a |  |  |
| b |  |  |
| **8. Documents showing stocks, bonds, secured notes, mutual funds, and other investments in which either party has any interest.** |
| a |  |  |
| b |  |  |

| NO. | REQUESTED | SENT/REC’D |
| --- | --- | --- |
| PRODUCED |
| **9. The most recent statement describing any retirement plan, IRA, pension plan, profit-sharing plan, stock option plan, restricted stock options (RSUs) and deferred compensation plan in which either party has any interest.** |
| a |  |  |
| b |  |  |
| **10. Statements for a period of 12 months for all financial accounts for any account in which either party has now or had any interest or signing privileges in the past year, whether or not the account is currently open or closed.** |
| a |  |  |
| b |  |  |
| **11. Other Employment Information** |
| a | Employment agreements or contracts |  |
| b | Benefits |  |
| c | Insurance, Medical, dental, life |  |
| d | Reimbursement of expenses |  |
| **12. Gifts or transfers of real property that you or your spouse received during the marriage that still exist**  |
| a |  |  |
| b |  |  |
| **13. Trusts, inheritances, life estates in which you or our spouse has received or will receive** |
| a |  |  |
| b |  |  |
| **14. Personal Property** |
| a | Appraisals for property that you still own |  |
| b | Disposed of in the last yearList of artwork or any other personal property with a value over $100 |  |
| c | Gifts |  |
| **15. Safe deposit boxes** |
| a | Name of institution and location  |  |
| b | List of contents |  |
| **16. Current monthly expenses/USD** |
| a |  |  |
| b |  |  |
| **17. Legal claims** |
| a | Provide the case number of any pending litigation  |  |
| b |  |  |
| **18. Social Security reports** |
| a | Obtain your most recent Social Security Statement of Earnings |  |
| b |  |  |
| NO. | REQUESTED | SENT/REC’D |
| PRODUCED |
| **19. CREDIT REPORT** |
| a | Obtain your most recent credit report from annualcreditreport.com |  |
| b |  |  |
| **20.** |
| a |  |  |
| b |  |  |
| **21.** |
| a |  |  |
| b |  |  |
| **22.** |
| a |  |  |
| b |  |  |
| **23.** |
| a |  |  |
| b |  |  |
| **24.** |
| a |  |  |
| b |  |  |
| **25.** |
| a |  |  |
| b |  |  |

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| **BUSINESS DISCOVERY PRODUCTION INDEX****[Business Name]** |
| **1. Federal and State Tax Returns** |
| a |  |  |
| b |  |  |
| **2. Annual financial statements** |
| a | Year-end financial statements for the last 5 years

|  |
| --- |
| **32. Minutes of shareholder and directors’ meetings** |
| a |  |  |
| b |  |  |

 |  |
| b |  |  |
| **3. Interim financial statements/profit and loss statements** |
| a |  |  |
| b |  |  |
| **4. Balance Sheets** |
| a |  |  |
| b |  |  |
| **5. Capital budgets** |
| a |  |  |
| b |  |  |
| **6. Operating budgets** |
| a |  |  |
| b |  |  |
| **7. Aged accounts receivable** |
| a |  |  |
| b |  |  |
| **8. Aged accounts payable** |
| a |  |  |
| b |  |  |
| **9. Loans from/to officers, directors, shareholders** |
| a |  |  |
| b |  |  |
| **10. Depreciation schedules and methods** |
| a |  |  |
| b |  |  |
| **11. Inventory schedules** |
| a |  |  |
| b |  |  |
| **12. Compensation of officers, directors, shareholders including benefits and expense allowances** |
| a |  |  |
| b |  |  |
| **13. List of shareholders and shares held** |
| a |  |  |
| b |  |  |
| **14. Schedules of dividends and bonuses** |
| a |  |  |
| b |  |  |
| **15. Assets and properties, real and personal** |
| a |  |  |
| b |  |  |
| **16. Insurance policies and brochures (property, automobile, other)** |
| a |  |  |
| b |  |  |
| **17. Valuation of real and/or personal property, tax assessments, insurance appraisals and other appraisals** |
| a |  |  |
| b |  |  |
| **18. Contractual obligations, leases, loans, franchise agreements, customer and supplier agreements, employment or non-competition agreements** |
| a |  |  |
| b |  |  |
| **19. Articles of Incorporation, By-laws and Minute Book, partnership agreements, buy-sell agreements and stock option agreements** |
| a |  |  |
| b |  |  |
| **20. Business publications and brochures, offering memorandums, leases, production schedules, management reports, catalogues and price lists** |
| a |  |  |
| b |  |  |
| **21. Patents and/or copyrights, trademarks and/or trade names** |
| a |  |  |
| b |  |  |
| **22. Cash flow income/expense projection** |
| a |  |  |
| b |  |  |
| **23. Capital expenditure projections** |
| a |  |  |
| b |  |  |
| **24. Customer list** |
| a |  |  |
| b |  |  |
| **25. Supplier list** |
| a |  |  |
| b |  |  |
| **26. Offers to buy/sell business or an interest** |
| a |  |  |
| b |  |  |
| **27. Resumes on important members of management** |
| a |  |  |
| b |  |  |

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| **28. Documents of lawsuits, environmental problems, problems with government or foreign agencies** |
| a |  |  |
| b |  |  |
| **29. Listing of sales backlog** |
| a |  |  |
| b |  |  |
| **30. Loan applications** |
| a |  |  |
| b |  |  |
| **31. W-2 or equivalent for highest-paid employees** |
| a |  |  |
| b |  |  |
| **32. Minutes of shareholder and directors’ meetings** |
| a |  |  |
| b |  |  |
|

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| --- |
| **33. Minutes of shareholder and directors’ meetings** |
| a |  |  |
| b |  |  |

|  |
| --- |
| **33. Minutes of shareholder and directors’ meetings** |
| a |  |  |
| b |  |  |

 | **Bank Statements**Copies of bank statements for the last 24 months.**Credit Card Statements.** Copies of credit card statements for the last 24 months |  |
| **34. Other Liabilities** |
| a | Most recent statement for all other liabilities of the company.  |  |
| b | Copies of all leases and promissory notes |  |

**IMPORTANT NOTICES**

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