

**INSTRUCTION TO CLIENTS  
DOCUMENTS TO BE PRODUCED WITH  
FINANCIAL DECLARATION FORM  
FOR PATERNITY/POST-PATERNITY MATTERS**

The Courts now require that parties exchange the Financial Declaration Form available on our website ([www.sterbaswopelaw.com](http://www.sterbaswopelaw.com)), within 30 days of the filing of a Petition to Establish Paternity. That means that within two weeks, you need to return the FDF, completed and signed, and the supporting documentation.

The following instructions will assist you in preparing your Financial Declaration Form (FDF) and allow us, as your attorneys, to confirm the accuracy of your declarations. Please rely upon the following documents when you prepare your FDF. Bring these original documents with your Form to our office. If you need our office to make copies, we will do that. The important point is that you gather these documents and provide them to us with your FDF. If you are unsure about a document, we will determine if the other side has a right to receive a copy of it or if it is at all relevant.

- Your last three (3) federal and state income tax returns with all Schedules and attachments, including W-2 Forms, and all 1099 Forms, even though those are not attached to the return when it is filed.
- Your six (6) most recent pay stubs (if any) and most recent statement of year to date earnings, if your pay stub does not show year to date income.
- The three (3) most recent bank statements for each of your bank accounts or credit union accounts, held either individually or jointly.
- Any document which would show the difference in monthly or weekly insurance premiums you are paying for to cover your child versus single coverage, if any. This can be obtained from your HR department or insurance agent.
- Canceled checks or receipts that show any expenses for daycare/babysitting or private schooling or public schooling for your children, such as tuition fees, uniforms, and books.
- Canceled checks or receipts that show any expenses for extracurricular or sporting activities for your child(ren). (if applicable)
- Canceled checks or receipts that show any post-secondary (college or trade school) expenses for your child(ren), as well as any financial aid they receive. (if applicable)

- Any documents that show the present value of any bonds, securities, investments or certificate of deposits.
- Documents including prior divorce Decrees, Court Orders in another Paternity matter, canceled checks, or child support records evidencing any child support payments that you are currently paying for child(ren), or receiving for child(ren) other than the child(ren) in this case.
- Copies of canceled checks, receipts or ledgers of any child support you have paid or received since the time of the last Order regarding support, which were not paid through the Child Support Clerk's Office or Indiana State Central Child Support Bureau. (if applicable)
- Any documentation showing expenses paid or still outstanding for the pregnancy and birth of the child involved.

Please use diligent efforts to locate and provide this information. All of this is necessary for proper management of your case.