

## **FINANCIAL DECLARATION FORM (FDF) INSTRUCTIONS (DOCUMENTS TO BE PRODUCED WITH FDF FOR POST-DECREE MATTERS)**

The Courts now require that parties exchange the Financial Declaration Form (FDF), available on our website ([www.sterbaswopelaw.com](http://www.sterbaswopelaw.com)), within 30 days of the filing of a Petition to Modify a Decree of Dissolution. 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 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 3 federal and state income tax returns, along with all Schedules and attachments, including all W-2 Forms, K-1 Forms, and all 1099 Forms, even though those are not attached to the return when it is filed.
- Your 6 most recent paystubs (if any) and most recent statement of year-to-date earnings, if your paystub does not show year-to-date income. Please also provide end of year paystub.
- Any documents which would show the difference in monthly or weekly health insurance premiums you are paying for coverage for your child(ren) versus coverage for yourself, 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 child(ren), 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).

- Documents including prior divorce Decrees, Court Orders, canceled checks, or child support records evidencing any child support payments that you are currently paying, or currently 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).

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