

# CLIENT FINANCIAL PROFILE

## FINANCIAL PROFILE OF

Name \_\_\_\_\_

Social Security Number \_\_\_\_\_

## STATEMENT OF INCOME AND EXPENSES

### I. INCOME

A. Name and address of employer \_\_\_\_\_

Gross Wages or Salary and Commissions each pay period \$ \_\_\_\_\_

Paid: \_\_\_ Weekly \_\_\_ Biweekly \_\_\_ Semi-monthly \_\_\_ Monthly

Number of dependents claimed: \_\_\_\_\_

Payroll Deductions:

F.I.C.A. (Social Security Tax) \$ \_\_\_\_\_

Medicare Tax \$ \_\_\_\_\_

Federal Withholding Tax \$ \_\_\_\_\_

State Withholding Tax \$ \_\_\_\_\_

City Earnings Tax \$ \_\_\_\_\_

Union Dues \$ \_\_\_\_\_

Total Tax Deductions Each Pay Period \$ \_\_\_\_\_

Net Salary Each Pay Period (Gross Minus Taxes Only) \$ \_\_\_\_\_

Average Monthly Net Salary (Gross Minus Taxes Only) \$ \_\_\_\_\_

Other Deductions (List here only if not listed elsewhere as expenses)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

B. Additional Income From All other Sources (Includes, but is not limited to, income from rentals, dividends, business enterprises, Social Security, A.F.D.C., V.A. benefits, pensions, annuities, bonuses, child support, trusts, and all other sources. List each source and give a monthly gross average.)

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

Average Monthly Income from Other Sources \$ \_\_\_\_\_

C. Business Perquisites (Includes all fringe benefits in addition to regular salary or wages, i.e., cars, reimbursed business expenses, housing, etc. List each item and give a monthly average, but do not include these amounts in total income.)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

D. Taxes Withheld or Anticipated \$ \_\_\_\_\_

E. TOTAL AVERAGE MONTHLY NET INCOME \$ \_\_\_\_\_

F. Your Gross Income Shown on Last Year's Federal Income Tax Return \$ \_\_\_\_\_

## II. EXPENSES

Estimate your expenses for the "day after divorce," NOT your present expenses. Figure all amounts prorated on a monthly basis. If where the children will live is to be discussed, please put your estimated expenses with the children to the left of the space and your estimate of expenses without the children to the right of the space.

### A. Fixed Expenses

#### 1. Housing

a. Rent or mortgage payments \$ \_\_\_\_\_

b. Second mortgage/home equity loan \$ \_\_\_\_\_

c. Real estate taxes (if not included in mortgage payment) \$ \_\_\_\_\_

d. Maintenance (Itemize cost of upkeep, i.e., yard, housecleaning, etc.)

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

e. Repairs \$ \_\_\_\_\_

f. Other (Itemize, i.e., condo fees, subdivision dues, etc.)

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

Subtotal of housing expenses

\$ \_\_\_\_\_

#### 2. Utilities

a. Gas \$ \_\_\_\_\_

b. Electricity \$ \_\_\_\_\_

c. Water \$ \_\_\_\_\_

d. Sewer \$ \_\_\_\_\_

e. Trash service \$ \_\_\_\_\_

f. Cable \$ \_\_\_\_\_

g. DSL \$ \_\_\_\_\_

h. Satellite	\$ _____	
i. Telephone		
1) Land line	\$ _____	
2) Long distance	\$ _____	
3) Mobile	\$ _____	
Subtotal of utilities		\$ _____

4. Automobiles or Transportation		
a. Gas	\$ _____	
b. Routine maintenance, including oil changes	\$ _____	
c. Personal property taxes	\$ _____	
d. Inspection and registration fees	\$ _____	
e. Driver's license fees	\$ _____	
f. Payment on auto loan	\$ _____	
g. Bus fare, taxi, parking, etc.	\$ _____	
h. Other (i.e., AAA)	\$ _____	
Subtotal of automobiles or transportation expenses		\$ _____

4. Insurance Premiums (Identify whether policy is provided by employer or is a personal policy and who is covered by the policy.)		
a. Life insurance	\$ _____	
b. Health & accident insurance	\$ _____	
c. Disability insurance	\$ _____	
d. Automobile insurance	\$ _____	
e. Homeowner's/renter's insurance (if not included in mortgage payment)	\$ _____	
f. Umbrella insurance	\$ _____	
g. Other	\$ _____	
Subtotal of insurance expenses		\$ _____



5. Other

a. Installment contracts (Include personal loans, revolving charge accounts, furniture, etc. Exclude auto loan and normal amounts budgeted for food, clothing, etc.)

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

b. Child support paid to others for children not in your care and not of this marriage

\$ \_\_\_\_\_

c. Maintenance or alimony paid pursuant to court order

\$ \_\_\_\_\_

Subtotal of other expenses

\$ \_\_\_\_\_

Subtotal Of All Fixed Expenses

\$ \_\_\_\_\_

B. Discretionary Expenses (Exclude business expenses which are written off.)

	Yours	Children (while with you)
1. Food (Include household supplies, lunches)	\$ _____	\$ _____
2. Clothing	\$ _____	\$ _____
3. Medical, dental, drugs (not covered by insurance)	\$ _____	\$ _____
4. Recreation & cultural events	\$ _____	\$ _____
5. Laundry & dry cleaning	\$ _____	\$ _____
6. Barber/beauty shop	\$ _____	\$ _____
7. Cosmetics/toiletries	\$ _____	\$ _____
8. School, books, fees, room & board	\$ _____	\$ _____
9. Club memberships, dues	\$ _____	\$ _____
10. Lessons (dance, music, etc.)	\$ _____	\$ _____

11. Gifts	\$ _____	\$ _____
12. Vacations/summer camp	\$ _____	\$ _____
13. Subscriptions: newspaper/magazines	\$ _____	\$ _____
14. Charitable contributions	\$ _____	\$ _____
15. Counseling/therapy/support groups	\$ _____	\$ _____
16. Child care (day care/baby-sitting)	\$ _____	\$ _____
17. Hobbies	\$ _____	\$ _____
18. Pets	\$ _____	\$ _____
19. Children's allowances		\$ _____
20. Health insurance - children		\$ _____
21. Life insurance - children		\$ _____
22. Auto insurance - children		\$ _____
23. Other		
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
<b>Subtotal of Discretionary Expenses</b>	\$ _____	\$ _____
<b>TOTAL AVERAGE MONTHLY EXPENSES</b>	\$ _____	\$ _____

**STATEMENT OF PROPERTY: ASSETS AND LIABILITIES**

**I. ASSETS**

Where assets are secured, please provide statements of mortgage/ note balances due. For separate property, please indicate how the property was acquired (gift, inheritance, owned prior to marriage, or exchanged for such during the marriage) and who owns the property.

	<b>Present Value</b>	<b>Amount Owed</b>	<b>Marital or Separate</b>	<b>Possession</b>
A. Real Estate (Include address, legal description, name of mortgagor)				
1. _____ _____ _____				
2. _____ _____ _____				
3. _____ _____ _____				

	<b>Present Value</b>	<b>Amount Owed</b>	<b>Marital or Separate</b>	<b>Possession</b>
<p>B. Motor Vehicles (Include all autos, boats, trailers, aircraft, recreational vehicles, and campers. Give year, make, model, serial number, name on title, and name of mortgagor.) 1.</p> <hr/> <hr/> <hr/>				
<p>2.</p> <hr/> <hr/> <hr/>				
<p>3.</p> <hr/> <hr/> <hr/>				

	Present Value	Amount Owed	Marital or Separate	Possession
<p>C. Bank Accounts (List all checking, savings, money market accounts, CDs held in your name alone or in your name and that of another person. Note the type of account, name of the financial institution, names on the account, and account numbers.</p> <p>1.</p> <hr/> <hr/> <hr/> <p>2.</p> <hr/> <hr/> <hr/> <p>3.</p> <hr/> <hr/> <hr/> <p>4.</p> <hr/> <hr/> <hr/>				

	<b>Present Value</b>	<b>Amount Owed</b>	<b>Marital or Separate</b>	<b>Possession</b>
D. Household and Personal Goods (Include all appliances, furniture, silver, china, antiques, jewelry, collections, etc. that have a minimum value of \$100 and all items which are of any value to you.)				
E. Cash on Hand				

	Present Value	Amount Owed	Marital or Separate	Possession
<p>F. Securities (List all stocks, bonds, promissory notes, mortgages, etc. in which you or you and another person have an interest. Give the name in which the securities are held and any identification numbers.)</p> <p>1.</p> <hr/> <hr/> <hr/> <p>2.</p> <hr/> <hr/> <hr/> <p>3.</p> <hr/> <hr/> <hr/> <p>4.</p> <hr/> <hr/> <hr/>				

	Present Value	Amount Owed	Marital or Separate	Possession
<p>G. Life Insurance (List the kind of policy {whole life, term, universal}, name of issuing company, policy number, owner of policy, insured, beneficiaries, face value, &amp; cash surrender value. Include policies furnished by your employer.)</p> <p>1.</p> <hr/> <hr/> <hr/> <p>2.</p> <hr/> <hr/> <hr/> <p>3.</p> <hr/> <hr/> <hr/>				

	<b>Present Value</b>	<b>Amount Owed</b>	<b>Marital or Separate</b>	<b>Possession</b>
<p>H. Deferred Compensation Assets: Defined Contribution Plans (Includes IRAs, 401(k), Keogh, profit-sharing plans. Give the name of the company, present total value, whether or not the plan is vested (or date it will be vested), what percentage is vested, and gross benefit payable at earliest retirement or maturity date.)</p> <p>1.</p> <hr/> <hr/> <hr/> <p>2.</p> <hr/> <hr/> <hr/> <p>3.</p> <hr/> <hr/> <hr/>				

	<b>Present Value</b>	<b>Amount Owed</b>	<b>Marital or Separate</b>	<b>Possession</b>
<p>I. Deferred Compensation Assets: Defined Benefit Plans (Includes pension plans, social security. Give the name of the company, present total value, whether or not the plan is vested (or date it will be vested), what percentage is vested, and gross benefit payable at earliest retirement or maturity date.)</p> <p>1.</p> <hr/> <hr/> <hr/>				
<p>2.</p> <hr/> <hr/> <hr/>				
<p>3.</p> <hr/> <hr/> <hr/>				

	Present Value	Amount Owed	Marital or Separate	Possession
<p>J. Trusts (Include names of trust, trustee (with address), settlor, beneficiaries and nature of your interest in the trust.)</p> <p>1.</p> <hr/> <hr/> <hr/> <p>2.</p> <hr/> <hr/> <hr/>				
<p>K. Contracts Made But not Yet Performed ( List all parties to contract and expected date of performance.)</p> <p>1.</p> <hr/> <hr/> <p>2.</p> <hr/> <hr/>				

	Present Value	Amount Owed	Marital or Separate	Possession
<p>L. Pending Litigation (Include lawsuits which have been filed or will be filed on your behalf or in which you have an interest.)</p> <p>1.</p> <hr/> <hr/>				
<p>M. Farm Equipment, Livestock, or Crops (List nature and location of property.)</p> <p>1.</p> <hr/> <p>2.</p> <hr/>				
<p>N. Debts Owed To You By Others ( List name of debtor, date of loan, due date, any security.)</p> <p>1.</p> <hr/> <hr/> <p>2.</p> <hr/> <hr/>				

	Present Value	Amount Owed	Marital or Separate	Possession
<p>O. Future Interests (List the interest you hold, property involved, and present owner.)</p> <p>1.</p> <hr/> <hr/> <p>2.</p> <hr/> <hr/>				
<p>P. Business or Partnership Interests (List name of partners and your percentage interest.)</p> <p>1.</p> <hr/> <hr/> <p>2.</p> <hr/> <hr/>				
<p>Q. Income Tax Refunds Due ( List year, amount, whether state or federal.)</p> <p>1.</p> <hr/>				

	Present Value	Amount Owed	Marital or Separate	Possession
R. Other Assets (List any other asset not already listed, i.e. copyrights, trademarks, royalties, stock options, etc.)				
1. _____ _____				
2. _____ _____				

**TOTAL NET EQUITY ASSETS**                    \$ \_\_\_\_\_

**II. LIABILITIES AND DEBTS**

	Current Balance	Monthly Payment
A. Loans (List all loans from any bank or lending institution. List who signed the loan, date of the loan, name and address of lender, and outstanding balance.)		
1. _____ _____		
2. _____ _____		
3. _____ _____		

	Current Balance	Monthly Payment
<b>B Credit card balances and store charges. (List name on account.)</b> 1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____ 7. _____		
<b>C. Other indebtedness. (Show to whom and purpose of loan.)</b> 1. _____ 2. _____		

**TOTAL LIABILITIES AND DEBTS \$ \_\_\_\_\_**

## FINANCIAL PROFILE ADDENDUM

In addition to the Financial Profile, please provide three (3) copies of the following documents so that each party and the mediator can have a copy:

### 1. Federal Personal Income Tax Returns

Copies of tax returns filed in each of the preceding three (3) years and current wage statements.

### 2. Federal Business Income Tax Returns

Copies of tax returns filed in each of the preceding three (3) years. The "K" statement will be necessary for partnerships and corporate tax returns.

### 3. Business Partnership or Buy/Sell Agreements

Copies of any written agreements that may exist.

### 4. Real Estate

The legal description of each piece of property and verification of mortgage balances due.

### 5. Retirement Assets and Deferred Compensation Plans

Statements and plan descriptions for defined contribution plans (i.e., IRA, Roth IRA, Keogh, 401(k), 403(b), Annuity, etc.) and defined benefit plans (i.e., Pensions, Social Security, etc.). Include the name and address of the plan administrator.

### 6. Statements of Accounts for Certificates of Deposit, Bank Accounts, Stock Dividend Statements, Money Market Accounts, Mutual Funds, Bonds, etc.

### 7. Promissory Notes

Copies of any debts owed by you or to you.

### 8. Life Insurance Policies

Copies of any policies in effect, showing the type of policy, owner, insured, beneficiary, death benefit, cash value, and loan balance, if any.

### 9. Trusts

Copies of any trusts of which you are a maker or a beneficiary.

### 10. Paystubs

Copies of recent paystubs showing year to date income and all deductions.

### 11. Vehicles

Copies of titles to vehicles and verification of balances due on debt, if any, as well as verification of the fair market value of the vehicles.

### 12. Debts

Copies of credit card statements on accounts for which there is a balance due and other loan statements showing balance due.

## INVENTORY OF ASSETS AND LIABILITIES

Asset/Liability	Net Equity	Valuation Date	To Do
<b>1. House</b> a. Title b. Value c. Primary Debt d. Secondary Debt e. Repairs f. Commission			
<b>2. Other Real Estate</b> a. Title b. Value c. Primary Debt d. Secondary Debt e. Repairs f. Commission			
<b>3. Vehicles</b> a. Year, Make, Model b. Title c. Value d. Debt			
<b>4. Retirement Plans</b> a. Type and name of plan b. Title c. Value d. Loans			
<b>5. Securities</b> a. Type and name of company b. Title c. Value d. Basis			
<b>6. Bank Accounts</b> a. Type and name of bank b. Title c. Value			
<b>7. Life Insurance</b> a. Type and name of company b. Owner c. Face value d. Cash value			
<b>8. Household Goods</b> a. Title b. Value			

Asset/Liability	Net Equity	Valuation Date	To Do
<b>9. Business Interests</b> a. Name of business b. Title c. Value			
<b>10. Other Assets</b> a. Type b. Title c. Value			
<b>11. Debts other than house and vehicles</b> a. Credit cards b. Personal loans c. Title d. Amount			

## SUMMARY OF ASSETS AND LIABILITIES

Asset/Liability	Net Equity	Party A	Party B
1. House			
2. Vehicles			
3. Retirement			
4. Securities			
5. Bank Accounts			
6. Life Insurance			
7. Household Goods			
8. Business Interests			
9. Other Assets			
10. Debts			
<b>TOTAL EQUITY</b>			
<b>% TO EACH PARTY</b>			
11. Cash settlement to shift variance			

## BUDGET SUMMARY WORKSHEET FOR BOTH PARTIES

	Husband	Combined	Wife
Gross Income	_____		_____
Net Income	_____		_____
Combined Net Income		_____	
Fixed Expenses	_____		_____
Personal Discretionary Expenses	_____		_____
Children's Discretionary Expenses	_____		_____
Total Expenses	_____		_____
Combined Expenses		_____	
Individual Variances	_____		_____
Combined Variance		_____	

**EXHIBIT I**

**SUMMARY OF PROPERTY DIVISION**

<b>DESCRIPTION</b>	<b>TOTAL VALUE</b>	<b>LOANS</b>	<b>NET VALUE</b>	<b>Jill</b>	<b>Jack</b>
Motor Vehicles	15,330	7,000	8,330	200	8,130
Securities	31,492	0	31,492	30,267	1,225
Real Estate	125,000	86,794	38,206	38,206	0
Deferred Compensation Plans	165,000	0	165,000	50,000	115,000
<b>TOTALS</b>	<b>\$336,822</b>	<b>\$93,794</b>	<b>\$243,028</b>	<b>\$118,673</b> 49%	<b>\$124,355</b> 51%

