

CLEMENT MEDIATION

# Financial Document Checklist for Mediation

Gathering your financial records before mediation begins is one of the most important steps you can take to make the process efficient, productive, and cost-effective. You do not need to have every item on this list before your session — but the more complete your information, the more ground we can cover together.

## How to Use This Checklist

- ✓ Check each box as you locate the document.
- ✓ Not every item will apply to your situation — skip what is not relevant.
- ✓ For items you cannot locate, note that on the checklist so we can address them in your session.
- ✓ Statements dated within the prior month are generally sufficient unless otherwise agreed.

## 01 Personal Identification

<input type="checkbox"/>	Driver's license or state-issued photo ID
<input type="checkbox"/>	Passport
<input type="checkbox"/>	Social Security card or number
<input type="checkbox"/>	Any name-change documentation

## 02 Marriage and Family Records

<input type="checkbox"/>	Marriage certificate
<input type="checkbox"/>	Prenuptial or postnuptial agreement, if any
<input type="checkbox"/>	Birth certificates for any children
<input type="checkbox"/>	Prior court or custody orders

## 03 Income and Employment

<input type="checkbox"/>	Federal and state tax returns — share last three to five years with each other
<input type="checkbox"/>	Recent pay stubs (last two to three months)
<input type="checkbox"/>	Documentation of overtime, bonuses, commissions, or tips
<input type="checkbox"/>	Documentation of any other income sources (rental income, freelance, dividends, etc.)
<input type="checkbox"/>	Self-employment or business income records <i>See Section 07 for full business documentation</i>

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|--------------------------|---|
| <input type="checkbox"/> | Employer-provided benefits summary (vehicle, housing, expense accounts, etc.) |
|--------------------------|---|

#### 04 Banking and Liquid Assets

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|--------------------------|--|
| <input type="checkbox"/> | Checking and savings account statements — share the last three to six months with each other |
| <input type="checkbox"/> | Certificate of deposit (CD) statements   |
| <input type="checkbox"/> | Money market account statements  |
| <input type="checkbox"/> | Health savings account (HSA) or flexible spending account (FSA) statements                   |
| <input type="checkbox"/> | Children's custodial or savings account statements   |

#### 05 Investments and Retirement Accounts

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|--------------------------|--|
| <input type="checkbox"/> | Brokerage and investment account statements (stocks, bonds, mutual funds, ETFs)    |
| <input type="checkbox"/> | 401(k), 403(b), or 457 plan statements — most recent and one from date of marriage |
| <input type="checkbox"/> | IRA and Roth IRA statements — most recent and one from date of marriage            |
| <input type="checkbox"/> | Pension plan statements or summary plan description                                |
| <input type="checkbox"/> | Deferred compensation plan statements  |
| <input type="checkbox"/> | Stock option or restricted stock unit (RSU) documentation                          |
| <input type="checkbox"/> | Cryptocurrency account statements or wallet records                                |

#### 06 Real Estate and Property

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|--------------------------|--|
| <input type="checkbox"/> | Deed(s) for any real estate (marital home, rental properties, vacation properties)       |
| <input type="checkbox"/> | Mortgage statement(s) and most recent payoff amount                                      |
| <input type="checkbox"/> | Home equity loan or HELOC statement  |
| <input type="checkbox"/> | Most recent property tax statement   |
| <input type="checkbox"/> | Homeowners insurance policy and current value estimate or formal appraisal               |
| <input type="checkbox"/> | Documentation of any property owned prior to marriage or received by gift or inheritance |
| <input type="checkbox"/> | Cost basis information for real estate (original purchase price and closing documents)   |

#### 07 Vehicles and Other Personal Property

<input type="checkbox"/>	Vehicle titles and registrations (cars, motorcycles, boats, ATVs, RVs, etc.)
<input type="checkbox"/>	Auto insurance policies
<input type="checkbox"/>	List of significant personal property with estimated or appraised value (jewelry, art, collectibles, antiques, firearms, equipment)
<input type="checkbox"/>	Inventory of household furnishings you wish to address

## 08 Debts and Financial Obligations

<input type="checkbox"/>	Credit card statements — all accounts, both individual and joint
<input type="checkbox"/>	Personal loan documents
<input type="checkbox"/>	Student loan statements
<input type="checkbox"/>	Auto loan statements
<input type="checkbox"/>	Medical debt records
<input type="checkbox"/>	Any IRS or state tax liens, judgments, or payment agreements
<input type="checkbox"/>	Credit reports for both parties (annualcreditreport.com)

## 09 Insurance Policies

<input type="checkbox"/>	Health, dental, and vision insurance — carrier, policy number, and monthly cost
<input type="checkbox"/>	Life insurance policies (term and whole/universal) — face value, cash value if applicable
<input type="checkbox"/>	Disability insurance policies
<input type="checkbox"/>	Annuity contracts and statements
<input type="checkbox"/>	Long-term care insurance policies

## 10 Business Interests

<input type="checkbox"/>	Business registration information (LLC, corporation, partnership, sole proprietor)
<input type="checkbox"/>	Business federal and state tax returns — share last three to five years with each other
<input type="checkbox"/>	Profit and loss statements and balance sheets
<input type="checkbox"/>	Business bank account statements
<input type="checkbox"/>	Ownership agreements, operating agreements, or shareholder agreements
<input type="checkbox"/>	Business appraisal or valuation, if available

<input type="checkbox"/>	Patents, trademarks, or intellectual property documentation
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## 11 Children and Child-Related Expenses

<input type="checkbox"/>	Current childcare or daycare costs and provider information
<input type="checkbox"/>	Health insurance cost attributable to children
<input type="checkbox"/>	Unreimbursed medical and dental expense records for children
<input type="checkbox"/>	School tuition, fees, and records (including any special education documentation)
<input type="checkbox"/>	Extracurricular activity costs (sports, music, tutoring, camps, clubs, etc.)
<input type="checkbox"/>	College savings plan (529) account statements
<input type="checkbox"/>	Documentation of any special needs or extraordinary expenses <i>Relevant to support calculations under Pa.R.C.P. 1910.16-6</i>

## 12 Estate Planning and Legal Documents

<input type="checkbox"/>	Wills, trusts, or estate planning documents
<input type="checkbox"/>	Beneficiary designation forms for retirement accounts and life insurance
<input type="checkbox"/>	Powers of attorney (financial and healthcare)
<input type="checkbox"/>	Any existing separation agreement or settlement agreement
<input type="checkbox"/>	Any active restraining orders or protection from abuse (PFA) orders <i>If a PFA is in place, please before scheduling</i>

## 13 Monthly Living Expenses

<input type="checkbox"/>	Current rent or mortgage payment
<input type="checkbox"/>	Utilities (electric, gas, water, sewer)
<input type="checkbox"/>	Cell phone and internet bills
<input type="checkbox"/>	Grocery and household expenses (estimated monthly average)
<input type="checkbox"/>	Transportation costs (gas, insurance, parking, tolls, public transit)
<input type="checkbox"/>	Subscription services and memberships
<input type="checkbox"/>	Out-of-pocket medical expenses

This checklist is provided for informational purposes and does not constitute legal advice. Clement Mediation serves as a neutral mediator and does not represent either party.