

## **INSTRUCTIONS FOR COMPLETING YOUR 11.02 FINANCIAL AFFIDAVIT**

- 1) Fill out each part completely.
- 2) Make sure you write any questions or concerns next to the line to which your question applies.
- 3) **Remember that there are 4.33 weeks in a month and that the affidavit is looking for monthly expenses. Therefore, if you know that something costs \$50.00 per week, then you take \$50 multiplied by 52 weeks divided by 12 = 216.67.**
- 4) Make sure you check the balances of your liabilities, bank accounts, investments, retirement accounts and place the updated balances on the affidavit.
- 5) Make sure all your debts and all your assets are listed.
- 6) Take time to check your check register for miscellaneous expenses that come up over the year.
- 7) You can use your check register to average the cost of your utilities for the entire year.
- 8) Remember that this affidavit is under oath.
- 9) Most people do not have money left over at the end of the month.
- 10) **Health Insurance – please obtain a breakdown from your employer that shows how much your health insurance is for just you, you and your spouse, you and your children, your entire family. These breakdowns are usually available online or through your Human Resources Department.**

### **Frequently Missed Items**

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#### Household

Do you have cable, internet, cell phone expenses that are not listed in household expenses? If so, please list them in other.

#### Transportation

Does your spouse have a vehicle? If so, please make sure to separate the payments and the insurance costs.

Do you have to pay tolls? (2e)

Did you include your yearly registration fee with the secretary of state in section 2c?

#### Personal

Do you go to the eye doctor? Dentist?

#### Miscellaneous

Are you sure you spend your total on gifts yearly? This includes birthdays, Christmas, holidays, weddings, showers, baby gifts, etc.

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#### Expenses of Minors

Example: clothing (winter – coats, boots, gloves, summer, back to school, etc.)

Do you have children from a relationship not the subject to this litigation? If so, please list the expenses for that child to the LEFT of the letters in the expenses of minors section on page 4. Feel free to contact us with any questions or concerns about this.

#### Liabilities

Make sure every single debt is listed – mortgage, car loans, credit cards, medical debt, etc. separately. Please find out the total owed and the monthly payments.

If you have a personal loan from a friend or family member, you must list their name(s).

***PLEASE PROVIDE US WITH YOUR THREE (3) MOST RECENT PAY STUBS AND LAST THREE (3) YEARS OF YOUR TAX RETURNS WITH ATTACHMENTS.***