



HENZE & ASSOCIATES, P.C.

A Professional Corporation

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Be sure to check out
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Mark E. Henze

DOCUMENTS NEEDED

- ___ 1. Copy of Photo ID (Driver's License) and Social Security Card
- ___ 2. Copy of paystubs for the past 6 months for each and every job you and your spouse have held in that time period
- ___ 3. Copy of your 2011, 2012, 2013 (and 2014 if completed) Federal Tax Return (IRS) (With W-2's)
- ___ 4. Copy of your 2011, 2012, 2013 (and 2014 if completed) State Tax Return (With W-2's)
- ___ 5. **IF YOU OWE ANY TAXES** - Copy of any statements you have received showing taxes owed to either the IRS, your State, or any other taxing entity, including indications of amounts owed and any returns that have not been filed.
- ___ 6. **IF YOU OWN A VEHICLE** (including boats, trailers, motorcycles, snowmobiles, ATV's and jet planes!) – For each vehicle - Copy of either your Registration or Title for each vehicle that either of you own or have an ownership interest in.

___ Copy of your latest auto insurance coverage card or coverage page

___ Copy of your last statement for any vehicle loans that you are paying on.
- ___ 7. **IF YOU HAVE HAD ANY LAW SUITS OR COURT HEARINGS:** Copy of any documents you have regarding any lawsuits, collection cases, foreclosures, divorces or other legal proceedings that you have been involved with in the past 3 years.
- ___ 8. **IF YOU HAVE BEEN DIVORCED IN THE PAST EIGHT (8) YEARS** – Copies of your Divorce Decree and Order or Separation Agreement.

___ Be sure to list any obligations you have remaining for payment of child support, maintenance (alimony), divorce fees, attorney fees, or property remaining to be divided.
- ___ 9. **IF YOU OWN ANY REAL ESTATE** (including raw land, lots or Timeshares) – For each property: Copies of your most recent property tax notice from the County, any appraisals or market analysis you have had done in the past 3 years, and a copy of any liens or judgments that you know have been filed against the property.

___ Copies of the last statement you have received for any loans or mortgages, past due property taxes, or past due homeowner's association dues.

___ Copies of any foreclosure documents you have received.

- ____ 10. CREDITOR SHEETS - Fill out a yellow Creditor Sheet for any debt that is not listed on your Credit Report (if one was pulled) and for any debts that are unusual in any way (even if on the Credit Report). Be sure to include ALL debts, including auto loans, mortgages, student loans, leases and even debts to friends and relatives.

- ____ 11. IF YOU HAVE A RETIREMENT OR PENSION PLAN – Copy of your last statement for any pensions, IRA’s, 401K’s or other retirement plans or accounts.

- ____ 12. SPECIAL DOCUMENTS NEEDED - _____

**IF MORE THAN 6 MONTHS PASS SINCE A DOCUMENT IS PROVIDED, IT MAY
BE NECESSARY TO BRING IN MORE UPDATED DOCUMENTS
BEFORE WE CAN COMPLETE YOUR CASE AND GET
YOU IN TO SIGN YOUR FINAL PAPERWORK
AND FILE WITH THE COURT**