

# EDWARD G. SEITZ

ATTORNEY AT LAW

[www.EdSeitzLaw.com](http://www.EdSeitzLaw.com)

209 South Baylen Street  
Pensacola, FL 32501

Phone: (850) 433-2332  
Fax: (850) 433-9008

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**Dear Client:**

**The following is a list of documents which, if applicable, need to be provided to my office. These items are mandatory disclosures under Florida law for family law cases and therefore, it may be necessary to provide copies of these documents to your spouse during your case. In certain circumstances the parties may waive the required disclosure. Please provide copies of the following documents as soon as possible. If you have any questions feel free to call the office.**

1. Photocopy of your current Driver's License or State Identification card.
2. Copies of all your outstanding bills which have not already been provide to our office
3. Copies of all pay stubs or other evidence of income for the past 3 months prior to service of the financial affidavit.
4. Copies of all insurance policies.
5. Federal, state, gift tax returns, and intangible personal property tax returns filed by the party or on the party's behalf for the past three years.
6. IRS forms W-2, 1099, and K-1 for the part year, if the income tax return for that year has not been prepared.
7. Statement identifying the amount and source during the 3 months preceding the service of the financial affidavit required by this rule if not reflected on the pay stubs produced.
8. All loan or financial statements prepared or used within the last 12 months whether for the purpose of obtaining or attempting to obtain credit or for any other purpose.
9. All deeds within the last 3 years, all promissory notes within the last 12 months, and all present leases, in which the party owns or owned an interest, whether held in the party's name individually, in the party's name jointly with any other person or entity, in the party's name as trustee or guardian for any other person, or in someone else's name on the party's behalf.

10. All periodic statements from the last 3 months for all checking accounts, and from the last 12 months for all other accounts (for example, savings accounts, money market funds, certificates of deposit, etc.), regardless of whether or not the account has been closed, including those held in the party's name individually, in the party's name jointly with any other person or entity, in the party's name as trustee or guardian for any other person, or in someone else's name on the party's behalf.

11. All brokerage account statements in which either party to this action held within the last 12 months.

12. The most recent statement for any profit sharing, retirement, deferred compensation, or pension plan (for example, IRA, 401(k), 403(b), SEP, KEOGH, or other similar account) in which the party is a participant or alternate payee and the summary plan description for any retirement, profit sharing, or pension plan in which the party is a participant or an alternate payee. (The summary plan description must be furnished to the party on request by the plan administrator as required by 29 U.S.C. § 1024(b)(4).)

13. The declarations page, the last periodic statement, and the certificate for all life insurance policies insuring the party's life or the life of the party's spouse, whether group insurance or otherwise, and all current health and dental insurance cards covering either or the parties and/or dependent children.

14. Corporate, partnership, and trust tax returns for the last 3 tax years if the party has an ownership or interest in a corporation, partnership, or trust greater than or equal to 30%.

15. All promissory notes for the last 12 months, all credit card and charge account statements and other records showing the party's indebtedness as of the date of the filing of this action and for the last 3 months, and all present lease agreements, whether owned in the party's name individually, in the party's name jointly with any other person or entity, in the party's name as trustee or guardian for any other person, or in someone else's name on the party's behalf.

16. All written premarital or marital agreements entered into at any time between the parties to this marriage, whether before or during the marriage. Additionally, in any modification proceeding, each party shall serve on the opposing party all written agreements entered into between them at any time since the order to be modified was entered.

17. All documents and tangible evidence supporting the producing party's claim of special equity or non-marital status of an asset or debt for the time period from the date of acquisition of the asset or debt to the date of production or from the date of marriage, if based on premarital acquisition.

18. Any court orders directing a party to pay or receive spousal or child support.