

# Getting Divorced Checklist

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General information	Yes	No	N/A
1. Has relevant personal information been gathered? <ul style="list-style-type: none"> <li>• Each spouse's name, date of birth, and Social Security number</li> <li>• Names and birth dates of children</li> <li>• Date and place of marriage and length of time in present state</li> <li>• Information about prior marriages and children</li> <li>• Date of separation and grounds for divorce</li> <li>• Current occupation of spouses and name/address of employers</li> <li>• Education and degrees of each spouse</li> <li>• Name, address, and telephone number of attorney</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Has financial situation been assessed? <ul style="list-style-type: none"> <li>• Income of each spouse</li> <li>• Expenses of each spouse</li> <li>• Assets of the spouses (joint and separate)</li> <li>• Liabilities of each spouse</li> <li>• Employee benefits each spouse is entitled to</li> <li>• Life, health, and disability insurance policies owned by each spouse</li> <li>• Credit reports</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Notes:			
Property settlements	Yes	No	N/A
1. Does prenuptial agreement exist?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Do spouses reside in a community property state?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Have all assets been listed, valued, and classified as joint or separate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Have the tax bases of all assets been determined?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. If assets will be transferred or sold, have tax consequences been calculated and explained to client?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Have loans and other liabilities on the properties (or otherwise) been listed and considered?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Is there a family business?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Notes:			
Alimony and child support	Yes	No	N/A

1. Have tax consequences of classifying support as alimony or child support been reviewed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Has physical custody of children been determined?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Has legal custody of children been determined?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Have visitation parameters been established for the noncustodial parent?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Will alimony be paid?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Notes:			
<b>Marital home</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
1. Will home be transferred to either spouse as part of settlement?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. If yes, has cost basis been reviewed for improvements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Has amount of outstanding mortgage been calculated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Will the principal residence be sold to a third party?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. If yes, has the tax cost (if any) been computed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Notes:			
<b>Retirement planning</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
1. Have retirement plans been listed and interests in retirement plans been reviewed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Will the divorce decree provide a payout from the plan? If so, will a qualified domestic relations order (QDRO) be used?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Should beneficiary designations be changed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Will any IRS penalties apply?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Can retirement money be rolled over to IRA?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Notes:			

<b>Tax planning</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
1. If already divorced, was divorce finalized by year-end?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. If still married at year-end, agree to file jointly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Have joint filing risks been discussed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Has separate maintenance decree been obtained to permit filing as unmarried or head of household?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Have head of household conditions been met?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Has it been decided which spouse will get dependency exemption?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Notes:			
<b>Other</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
1. Should will and trust be changed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Should insurance policy beneficiaries be changed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Should banks and other creditors be notified of divorce and signatures changed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Will either spouse's health insurance plan cover the children post-divorce? Cover spouse?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Has budget been revised to account for changes in income and liabilities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Does credit need to be repaired or established?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Notes:			

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