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**FINANCIAL DECLARATION WORKSHEET**

Date \_\_\_\_\_

Complete the following Financial Declaration in the event any order of support (either child support, maintenance, or support modification) may be entered in your case

**I. BASIC INFORMATION**

Name \_\_\_\_\_

Birth date \_\_\_\_\_ Social Security No. \_\_\_\_\_

**II. PERSONAL INFORMATION**

2.1 Occupation \_\_\_\_\_ Job title \_\_\_\_\_

2.2 The highest year of education completed \_\_\_\_\_

2.3 Are you presently employed?  Yes  No

a. If yes:

(1) Employer's: name \_\_\_\_\_  
address \_\_\_\_\_  
phone \_\_\_\_\_

(2) When did you start work there? month \_\_\_\_\_ year \_\_\_\_\_

b. If no:

(1) When did you last work? month \_\_\_\_\_ year \_\_\_\_\_

(2) What were your gross monthly earnings? \$ \_\_\_\_\_ /mo.

(3) Why are you presently unemployed? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### III. INCOME INFORMATION

If you are paid on a weekly basis, multiply your weekly gross pay by 4.3 to determine your monthly wages and salaries. If you are paid every two weeks, multiply your gross pay by 2.15. If you are paid twice monthly, multiply your gross pay by 2. If you are paid once a month, list that amount below.

#### 3.1 GROSS MONTHLY INCOME

	Petitioner	Respondent
a. Wages and salaries	\$ _____	\$ _____
b. Interest and dividend income	\$ _____	\$ _____
c. Business income	\$ _____	\$ _____
d. Spousal maintenance received from _____	\$ _____	\$ _____
e. Other income	\$ _____/mo.	\$ _____/mo.
f. Total gross monthly income	\$ _____/mo.	\$ _____/mo.
g. Actual gross income	\$ _____/ytd	\$ _____/ytd

#### 3.2 MONTHLY DEDUCTIONS FROM GROSS INCOME

a. Income taxes	\$ _____	\$ _____
b. FICA/Self-employment taxes	\$ _____	\$ _____
c. State Industrial Insurance	\$ _____	\$ _____
d. MANDATORY Union and/or Professional Dues	\$ _____	\$ _____
e. Pension plan payments	\$ _____	\$ _____
f. Spousal Maintenance paid	\$ _____	\$ _____
g. Normal business expenses	\$ _____	\$ _____
h. Other: _____	\$ _____/mo.	\$ _____/mo.
<b>TOTAL DEDUCTIONS FROM GROSS INCOME</b>	<b>\$ _____/mo.</b>	<b>\$ _____/mo.</b>

**3.3 MONTHLY NET INCOME** (Line 3.1f minus line 3.2h) \$ \_\_\_\_\_/mo.      \$ \_\_\_\_\_/mo.

#### 3.4 MISCELLANEOUS INCOME

a. Child support received from other relationships	\$ _____	\$ _____
b. Other miscellaneous income (list source and amounts):		
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
c. TOTAL MISCELLANEOUS INCOME	\$ _____	\$ _____

**3.5 INCOME OF OTHER ADULTS IN HOUSEHOLD** \$ \_\_\_\_\_      \$ \_\_\_\_\_

**3.6** If either party's income is disputed, state monthly income you believe is correct and explain: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### IV. AVAILABLE ASSETS

4.1 Cash on hand	\$ _____
4.2 On deposit in banks	\$ _____
4.3 Stocks and bonds, cash value of life insurance	\$ _____
4.4 Other Liquid Assets: _____	\$ _____

## V. MONTHLY EXPENSE INFORMATION

Expenses should be calculated for the future, after separation, based on the anticipated residential schedule for the children. My anticipated monthly expenses for myself and \_\_\_\_\_ dependents are:

### 5.1 HOUSING

Rent, 1st mortgage or contract payments	\$ _____	
Installment payments for other mortgages or encumbrances	\$ _____	
Taxes and insurance (if not in monthly payment)	\$ _____	
<b>TOTAL HOUSING</b>		<b>\$ _____</b>

### 5.2 UTILITIES

Heat (gas and oil)	\$ _____	
Electricity	\$ _____	
Water, sewer, garbage	\$ _____	
Telephone/Cell Phone/Internet	\$ _____	
Cable/Satellite	\$ _____	
Other	\$ _____	
<b>TOTAL UTILITIES</b>		<b>\$ _____</b>

### 5.3 FOOD AND SUPPLIES

Food for _____ person(s)	\$ _____	
Supplies (paper, tobacco, pets, etc.)	\$ _____	
Meals eaten out	\$ _____	
Other	\$ _____	
<b>TOTAL FOOD AND SUPPLIES</b>		<b>\$ _____</b>

### 5.4 CHILDREN

Daycare/Babysitting	\$ _____	
Clothing	\$ _____	
Tuition (if any)	\$ _____	
Other child related expenses	\$ _____	
<b>TOTAL CHILDREN EXPENSES</b>		<b>\$ _____</b>

### 5.5 TRANSPORTATION

Vehicle payments or leases	\$ _____	
Vehicle insurance and license	\$ _____	
Vehicle gas, oil, ordinary maintenance	\$ _____	
Parking	\$ _____	
Other transportation expenses	\$ _____	
<b>TOTAL TRANSPORTATION</b>		<b>\$ _____</b>

**5.6 HEALTH CARE** (Omit if fully covered)

Insurance	\$ _____	
Uninsured dental, orthodontic, medical, eye care expense	\$ _____	
Other uninsured health expenses	\$ _____	
<b>TOTAL HEALTH CARE</b>		\$ _____

**5.7 PERSONAL EXPENSES** (Not including children)

Clothing	\$ _____	
Hair care, personal care expenses	\$ _____	
Clubs and recreation	\$ _____	
Education	\$ _____	
Books, newspapers, magazines, photos	\$ _____	
Gifts	\$ _____	
Other	\$ _____	
<b>TOTAL PERSONAL EXPENSES</b>		\$ _____

**5.8 MISCELLANEOUS EXPENSES**

Life insurance (if <u>not</u> deducted from income)	\$ _____	
Spousal maintenance	\$ _____	
Other _____	\$ _____	
Other _____	\$ _____	
<b>TOTAL MISCELLANEOUS EXPENSES</b>		\$ _____

**5.9 TOTAL HOUSEHOLD EXPENSES**

\$ \_\_\_\_\_

**5.10 INSTALLMENT DEBTS INCLUDED IN PARAGRAPHS 5.1 THROUGH 5.8**

Creditor	Description of debt	Balance	Month of last payment
_____	_____	\$ _____	_____
_____	_____	\$ _____	_____
_____	_____	\$ _____	_____
_____	_____	\$ _____	_____

**5.11 OTHER DEBTS AND MONTHLY EXPENSES NOT INCLUDED IN PARAGRAPHS 5.1 THROUGH 5.8**

Creditor	Description of debt	Balance	Month of last payment	Amount of monthly pmt.
_____	_____	\$ _____	_____	\$ _____
_____	_____	\$ _____	_____	\$ _____
_____	_____	\$ _____	_____	\$ _____
<b>TOTAL MONTHLY PAYMENTS FOR OTHER DEBTS AND MONTHLY EXPENSES</b>				\$ _____

**5.12 TOTAL EXPENSES** (The total of paragraphs 5.9 and 5.11)

\$ \_\_\_\_\_

**VI. ATTORNEY FEES**

6.1 Amount paid for attorney fees and costs to date \$ \_\_\_\_\_

6.2 The source of this money was \_\_\_\_\_  
\_\_\_\_\_

6.3 Fees and costs incurred to date \$ \_\_\_\_\_

6.4 Arrangements for attorney fees and costs are \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6.5 Other \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Provide 1 copy of your tax returns from the last 2 years and 1 copy of your paystubs for the last 6 months to verify your income. The most recent paystub will suffice if it provides your gross income to date.**

The following financial records are being provided to the other party and filed separately with the Court:

Financial records pertaining to myself (Check all that apply)

Individual  Partnership or Corporate Income Tax returns for the years: \_\_\_\_\_  
\_\_\_\_\_, including all W-2's and schedules

Pay stubs for the dates of \_\_\_\_\_

Other: \_\_\_\_\_

DO NOT ATTACH THESE FINANCIAL RECORDS TO THE FINANCIAL DECLARATION. THESE FINANCIAL RECORDS SHOULD BE SERVED ON THE OTHER PARTY AND FILED WITH THE COURT SEPARATELY USING THE SEALED FINANCIAL SOURCE DOCUMENTS COVER SHEET (WPF DRPSCU 09.0220). IF FILED SEPARATELY USING THE COVER SHEET, THE RECORDS WILL BE SEALED TO PROTECT YOUR PRIVACY (ALTHOUGH THEY WILL BE AVAILABLE TO THE OTHER PARTIES IN THE CASE, THEIR ATTORNEYS, AND CERTAIN OTHER INTERESTED PERSONS. SEE GR 22(C)(2)).

**DISCLAIMER**

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