

LAW OFFICES OF STEPHEN T. HOLMAN, P.A.

INSTRUCTIONS FOR PREPARATION OF YOUR FINANCIAL AFFIDAVIT

The preparation of your Financial Affidavit is very important. It will be presented to the court and impact every part of your case. Please fill out this worksheet carefully in as much detail as possible. Estimates are permissible, but the amounts should be as realistic as possible. Where calculations are made, explanation by footnotes on each page are recommended to remind you later how you reached the number.

If you contemplate changing your place of residence, your employment or other living arrangements in the immediate future, estimate the expenses you will have after the change and indicate that this is an anticipated expenditure.

You may not be able to complete all items. Some of these items are just suggestions. There also may be some items not suggested that you want to add. Please do so.

Keep in mind that the amounts should not be so great that they will shock the Court. On the other hand, they should not be less than you realistically need to support yourself and any children who are living with you in a standard of living similar to that which you have enjoyed during the marriage and if not married the standard of living you presently are accustomed to.

When completed, this Financial Affidavit information will be reviewed by myself and my paralegal personnel. Complete and return this information as soon as possible.

Review your checkbook for the past year or two, your bills, your charge accounts and other financial records to provide us with an accurate picture of your expenditures and of the amount you need at the present time. Also keep these records separate so we can review them. You will need them later for expense documentation on any questioned items.

The average monthly income and expenditure figures are to include only the following:

1. Your income from all sources.
2. Your expenses only (and those of any minor children who reside with you). Other dependent's expenses should be presented separately.

All assets and liabilities of both you and your spouse should be listed. If you believe that an item is unrelated to the marriage, it should be footnoted and explained on the footnote page (i.e. Premarital or "inheritance from Uncle Bill"). If an asset has increased in value during the marriage, this should be footnoted and explained on the bottom of each page.

Some of these worksheets address special circumstances of your children. If any seem to apply, write out an explanation of the circumstances and the dollar impact of the circumstances (i.e. "Private school-\$5,000 per year").

The affidavit must be completed using monthly income and expense amounts. If you are paid or your bills are due on a schedule which is not monthly, you must convert those amounts. Hints are provided below for making these conversions.

Hourly: If you are paid by the hour, you may convert your income to monthly as follows:

$$\begin{array}{rclcl}
 \text{Hourly amount} & \times & \text{Hours worked per week} & = & \text{Weekly amount} \\
 \text{Weekly amount} & \times & 52 \text{ Weeks per year} & = & \text{Yearly amount} \\
 \text{Yearly amount} & \div & 12 \text{ Months per year} & = & \text{Monthly Amount}
 \end{array}$$

Daily: If you are paid by the day, you may convert your income to monthly as follows:

$$\begin{array}{rclcl}
 \text{Daily amount} & \times & \text{Days worked per week} & = & \text{Weekly amount} \\
 \text{Weekly amount} & \times & 52 \text{ Weeks per year} & = & \text{Yearly amount} \\
 \text{Yearly amount} & \div & 12 \text{ Months per year} & = & \text{Monthly Amount}
 \end{array}$$

Weekly: If you are paid by the week, you may convert your income to monthly as follows:

$$\begin{array}{rclcl}
 \text{Weekly amount} & \times & 52 \text{ Weeks per year} & = & \text{Yearly amount} \\
 \text{Yearly amount} & \div & 12 \text{ Months per year} & = & \text{Monthly Amount}
 \end{array}$$

Bi-weekly: If you are paid every two weeks, you may convert your income to monthly as follows:

$$\begin{array}{rclcl}
 \text{Bi-weekly amount} & \times & 26 & = & \text{Yearly amount} \\
 \text{Yearly amount} & \div & 12 \text{ Months per year} & = & \text{Monthly Amount}
 \end{array}$$

Bi-monthly: If you are paid twice per month, you may convert your income to monthly as follows:

$$\text{Bi-monthly amount} \times 2 = \text{Monthly Amount}$$

EXPENSES MAY BE CONVERTED IN THE SAME MANNER.