FINANCIAL DISCLOSURE INFORMATION - CLIENT CHECKLIST

Information Required	Requested ☒	Received ☒
Last 3 years tax returns.	☐	☐
Last 3 years Notices of Assessment or CRA printouts.	☐	☐
3 most recent pay stubs.	☐	☐
Current statement or letter as to income from employment insurance, social assistance, pension, workers compensation, disability payments, dividends or any other source.	☐	☐
If you are a student, a statement indicating the total amount of student funding you have received during the current academic year, including loans, grants, bursaries, scholarships and living allowances.	☐	☐
If you are self-employed (or if you have a 1% interest or more in a privately held corporation, then provide (a) and (c)):	☐	☐
(a) Particulars or copies of every cheque issued to you during the last 6 weeks from any business or corporation in which you have an interest, or to which you have rendered a service;	☐	☐
(b) Financial statements of your business for the 3 most recent taxation years; and	☐	☐
(c) A breakdown of all salaries, wages, management fees or other payments or benefits paid to yourself, or to persons or corporation with whom you do not deal at arm's length, for the 3 most recent taxation years.	☐	☐
If you are a partner in a partnership, confirmation of your income and draw from, and capital in, the partnership for its 3 most recent taxation years.	☐	☐
If you are a beneficiary under a trust, a copy of the trust settlement agreement and copies of the trust's 3 most recent financial statements.	☐	☐
Copies of all bank account statements or online printouts and cancelled cheques in your name for the past 6 months.	☐	☐
Copies of all credit card statements or online printouts for all credit cards solely or jointly in your name for the last 6 months.	☐	☐
A detailed list of any special or extraordinary expenses claimed (where child support is an issue) as well as copies of receipts or other documentation providing the amount of those expenses, namely:	☐	☐
(a) Child care costs;	☐	☐
(b) Health care and extended medical and dental insurance premiums attributable to the child;	☐	☐
(c) Uninsured health care and dental expenses;	☐	☐
(d) Extraordinary educational expenses;	☐	☐
(e) Post secondary education expenses; and	☐	☐
(f) Extraordinary extracurricular expenses.	☐	☐
Your monthly budget of expenses (where spousal or adult interdependent partner support is an issue).	☐	☐
A sworn itemized list of your income, assets & liabilities.	☐	☐
Copies of the most recent statement for all R.R.S.P.'s, pensions, term deposit certificates, guaranteed investment certificates , stock accounts and other investments in your name in which you have an interest.	☐	☐
A list of any exemptions claimed (where the action involves the division of matrimonial property).	☐	☐

Should you require any assistance or should you have difficulties obtaining any information, please do not hesitate to contact our offices.