

## DOCUMENTS TO GATHER AND BRING TO YOUR APPOINTMENT

(Just find what you can; we will help you get the documents that are missing)

1. Your income tax returns for the last five (5) years.
2. Copies of your pay-stubs and those of your Spouse or Domestic Partner since the beginning of this tax year.
3. Bank statements, check registers, cancelled checks and copies on disks of unaltered computer generated accounting (i.e. Quicken, Quick Books, Money, etc.) for all accounts to which you or your Spouse or Domestic Partner (including without limitation all accounts of each business in which you or your Spouse or Domestic Partner has an interest) has had access for the past five (5) years.
4. Brokerage statements from all financial institutions in which you or your Spouse or Domestic Partner (including without limitation all accounts of each business in which you or your Spouse or Domestic Partner has an interest) has had any account for the past five (5) years.
5. Copies of all credit card statements for all credit cards on which you or your Spouse or Domestic Partner (including without limitation all accounts of each business in which you or your Spouse or Domestic Partner has an interest) has had the right to charge for the past five (5) years.
6. Copies of all financial statements, loan applications, and promissory notes signed by you or your Spouse or Domestic Partner for the past five (5) years (i.e. financial statements for loans, disability pay, mortgage refinance, etc., and including without limitation all applications for credit by any business in which you or your Spouse or Domestic Partner has an interest).
7. With respect to all businesses, rental properties and commercial properties:
  - a. 24.1. Balance sheet as of the last date created.
  - b. Detailed property and depreciation schedules of the dental practice as of the most recent calendar year end, and updated through the most recent month.
  - c. Copies or summaries of salient terms of all leases in force (1) involving unrelated 3rd parties under which the dental practice is obligated to pay as lessee or receives as lessor more than \$500 / month and (2) involving related parties in any amount.
  - d. Projections, forecasts, and budgets for future operating periods to the extent they have been prepared.

- e. Balances as of the five most recent fiscal year ends and as of the latest interim financial statement date for the following accounts: (1) accounts receivable, preferably aged, and (2) accounts payable and notes payable, including all relevant terms thereof.
  - f. Summary of gross billings and gross receipts, by month, for the last five calendar years and through the most recent month-end. These should be updated as new monthly totals are generated.
  - g. Summary for the last two fiscal years and year-to-date indicating time off from the dental practice for each of the following: Holidays, Vacation, Illness, Continuing Education / Seminars, Other full days not worked, and “Half days” not worked.
  - h. Copies of any appraisals done within the last five years on real estate or personal property or the dental practice, itself, which is directly or indirectly related to the dental practice operations or investments.
  - i. Copies of any business plans prepared within the last three years.
  - j. Pamphlets or brochures relating to the dental practice.
  - k. The latest detailed property and depreciation schedules.
  - l. Copies of any loan agreements, security agreements, guarantees, and note payable to financial institutions or other lenders.
  - m. Employment contracts in place
  - n. A copy of your current CV and the CV of your Spouse or Domestic Partner.
  - o. All draws from the retained earnings of draws from the business your Spouse or Domestic Partner has made in the past five (5) years, including without limitation the date and amount of each such draw, payee of each such draw (if other than yourself), and the account into which each such draw was deposited.
  - p. Copies of all grants of all stock options, including without limitation the date of the grant, the vesting schedule, and the strike price. If any portion was acquired before marriage or after separation, the proportion alleged to be separate property.
8. Copies of the legal description of your home and the titles to the vehicles owned by you and your Spouse or Domestic Partner.

9. Copies of medical, treatment and financial records for any significant condition suffered by you or your Spouse or Domestic Partner in the past 5 years (to the extent available to you).
10. If possible, a spreadsheet reflecting the assets and debts of you and your Spouse or Domestic Partner, in hard copy and on disk or CD.
11. Copies of records showing your child[ren]'s extracurricular lessons or activities, and day care they have, including the cost of each.
12. Copies of records / brochures showing your child[ren]'s miscellaneous expenses from school, including the cost of each.
13. Copies of you utility statements for the past full 12 months, including television, cell phones, cable, internet, etc. The basic guide for what we need is in the Financial Declaration portion of the web site, but any other similar expenses can be added under "other" if we have support in documents.