

Give financial information in a family law case

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If your family law case involves money, you'll need to give the judge information about your finances. Do this by filing a Financial Declaration form and proof of your income. You can file paystubs, tax returns, and other personal financial information under a sealed cover sheet to protect your privacy. (Forms and instructions)

Form attached:	
Financial Declaration of (name):	(FL All Family 131)
Form attached:	
Sealed Cover Sheet - Confidential (All Civil 040)	

What is a Financial Declaration?

A Financial Declaration is a statement about your income, assets, and expenses. It may also include information about the other party's income.



File a Financial Declaration when the judge will be making decisions about money in a family law case. This could be for:

- Child support
- Alimony (called spousal maintenance)
- <u>Dividing property</u> in a divorce
- Fees and costs for the case

You may need to file a Financial Declaration at the <u>beginning of your case</u>, when <u>filing or responding to a motion for temporary orders</u>, or to <u>prepare for trial</u>.

What other financial information do I need?

Financial records can help prove to the judge that what you're saying in your Financial Declaration is true. Local court rules (http://www.courts.wa.gov/court_rules/?fa=court_rules.localsupbycrt) may also require you to file certain kinds of financial records about your income, such as taxes, paystubs, or W-2s.

Usually, you **don't** have to show proof of your expenses unless the judge or the other party questions them.

If health issues have limited your ability to work, you may want to file health records to prove it.

How do I keep my information private?

Both financial and health records have sensitive personal information. You can file those records under a <u>Sealed Cover Sheet</u> to keep them confidential. You can also black out (redact) information that you don't want anyone to see,



like your social security number or your address, if it's confidential.

Using a Sealed Cover Sheet keeps your records away from the public. You still must give a copy of anything you file with the court to the person/s on the other side of your case.

What information do I need?

It's helpful to have your most recent paystubs, taxes, or benefits statements with you when filling out your Financial Declaration. If your paychecks vary, you may want to add up the past 6 months or a year and calculate the average monthly amount.

You must put how much you spend each month on:

- housing
- utilities
- food
- health care
- transportation
- children's expenses
- other household and personal expenses.
- debt payments

Have bills or statements handy for reference. It's okay to estimate.

Step-by-step

If you're filing a Financial Declaration with a motion or other forms, follow the instructions with those forms for making copies and filing and serving all the



papers together. If you're just filing the Financial Declaration and proof of income or health records, follow these steps:

- 1. **Fill out and sign** the Financial Declaration (and Sealed Cover Sheet, if needed). You can <u>fill out the forms online</u> or <u>print them</u>. If you're filing any health records or proof of income, number each page and attach them to the Sealed Cover Sheet. Check the boxes on the Sealed Cover Sheet that describe the documents you're attaching.
- 2. **Make at least 2 copies** of your completed forms and any attachments. Make more if needed. You'll need one copy for yourself, plus one for each other party to the case. Sometimes you need an extra copy for the judge.
- 3. **File** your papers with the court clerk.
- 4. **Arrange to mail or deliver the papers to the other parties.** Have your server fill out a <u>Proof of Mailing and Hand Delivery</u>.
- 5. Deliver a set of working copies to the judge, if needed.
- 6. **File** Proof of Mailing and Hand Delivery with the court clerk.

WashingtonLawHelp.org gives general information. It is not legal advice. Find organizations that provide free legal help on our <u>Get legal help</u> page.

Petitioner/s (person/s who started this case): No Financial Declara (name): (name): (FNDCLR)	
(name):	
Financial Declaration	1
Your personal information Name:	
Highest year of education you completed: Your job/p	rofession is:
Are you working now?	
☐ Yes. List the date you were hired (month / year):	
□ No. List the last date you worked (month / year):	
What was your monthly pay <i>before</i> taxes: \$ Why are you not working now?	
Summary of your financial information	
(Complete this section after filling out the rest of this form.)	
1. Total Monthly Net Income (copy from section 3, line C. 3.)	\$
2. Total Monthly Expenses After Separation (copy from section 7, line	<i>I.</i>) \$
3. Total Monthly Payments for Other Debts (copy from section 9)	\$
4. Total Monthly Expenses + Payments for Other Debts (add line 2 and	line 3) \$

3. Income

List monthly income and deductions below for you and the other person in your case. If your case involves child support, this same information is required on your *Child Support Worksheets*. If you do not know the other person's financial information, give an estimate.

Tip: If you do not get paid once a month, calculate your *monthly* income like this: Monthly income = Weekly x 4.3 **or** 2-week x 2.15 **or** Twice a month x 2

A. Gross Monthly Income (before taxes, deductions, or	retirement con	tributions)
	You	Other Party
Monthly wage / salary		
Income from interest / dividends		
Income from business		
Spousal support / maintenance received (Paid by:)		
Other income		
Total Gross Monthly Income (add all lines above)		
Total gross income for this year before deductions (starting January 1 of this year until now)		
B. Monthly Deductions		
B. Monthly Deductions	You	Other Party
Income taxes (federal and state)	100	
FICA (Soc.Sec. + Medicare) or self-employment taxes		
State Industrial Insurance (Workers' Comp.)		
Mandatory union or professional dues		
Mandatory pension plan payments		
Voluntary retirement contributions (up to the limit in RCW 26.19.071(5)(g))		
Spousal support / maintenance paid		
Normal business expenses		
Total Monthly Deductions (add all lines above)		
-		
C. Net Monthly Income	T	_
	You	Other Party
Total Gross Monthly Income (from A above)		
2. Total Monthly Deductions (from B above)		
3. Net Monthly Income (Line 1 minus Line 2)		

4. Other Income and Household Income

Tip: If this income is not once a month, calculate the *monthly* amount like this: Monthly income = Weekly x 4.3 **or** 2-week x 2.15 **or** Twice a month x 2

A. Other Income (Do not repeat income you already listed	d on page 2.)	
	You	Other Party
Child support received from other relationships		
Other income (From:)		
Other income (From:)		
Total Other Income (add all lines above)		
B. Household Income (Monthly income of other adults live	ing in the homi	<u>a)</u>
5. Household income (working income or other addition)	Your Home	Other Party' Home
Other adult's gross income (Name:)		
(Name:) Total Household Income of other adults in the home (add all lines above)		t onvere's
Total Household Income of other adults in the home (add all lines above) sputed Income – If you disagree with the other party's stome, explain why the other party's statements are not corrections.	atements abou	
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Other adult's gross income (Name:	atements about ect, and your standard and be easily contact to the standard and the standar	tatements are

5.

6.

Total Available Assets (add all lines above)

7. Monthly Expenses After Separation

Tell the court what your monthly expenses are (or will be) after separation. If you have dependent children, your expenses must be based on the parenting plan or schedule you expect to have for the children.

A. Housing Expenses	F. Transportation Expenses
Rent / Mortgage Payment	Automobile payment (loan or lease)
Property Tax (if not in monthly payment)	Auto insurance, license, registration
Homeowner's or Rental Insurance	Gas and auto maintenance
Other mortgage, contract, or debt payments based on equity in your home	Parking, tolls, public transportation
Homeowner's Association dues or fees	Other transportation expenses
Total Housing Expenses	Total Transportation Expenses
B. Utilities Expenses	G. Personal Expenses (not children's)
Electricity and heating (gas and oil)	Clothes
Water, sewer, garbage	Hair care, personal care
Telephone(s)	Recreation, clubs, gifts
Cable, Internet	Education, books, magazines
Other (specify):	Other Personal Expenses
Total Utilities Expenses	Total Personal Expenses
C. Food and Household Expenses	H. Other Expenses
Groceries for (number of people):	Life insurance (not deducted from pay)
Household supplies (cleaning, paper, pets)	Other (specify):
Eating out	Other (specify):
Other (specify):	Other (specify):
Total Food and Household Expenses	Total Other Expenses
D. Children's Expenses	List all Total Expenses from above:
Childcare, babysitting	A. Total Housing Expenses
Clothes, diapers	B. Total Utilities Expenses
Tuition, after-school programs, lessons	C. Total Food and Household Expenses
Other expenses for children	D. Total Children's Expenses
Total Children's Expenses	E. Total Health Care Expenses
	F. Total Transportation Expenses
E. Health Care Expenses	G. Total Personal Expenses
Insurance premium (health, vision, dental)	H. Total Other Expenses
Health, vision, dental, orthodontia, mental health expenses not covered by insurance	I. All Total Expenses (add A - H above)
Other health expenses not covered by insurance	Use section 10 below to explain any unusual
Total Health Care Expenses	expenses, or attach additional pages.

Debt for what expense	Who do you owe	Amount you owe this	Last Monthly
(mortgage, car loan, etc.)	(Name of creditor)	creditor now	Payment made
		Φ.	Б.

Debts included in Monthly Expenses listed in section 7 above

(mortgage, car loan, etc.)	Who do you owe (Name of creditor)	Amount you owe this creditor now	Last Monthly Payment made
		\$	Date:

9. Monthly payments for other debts (not included in expenses listed in section 7)

Describe Debt (credit card, loan, etc.)	Who do you owe (Name of creditor)	Amount you owe this creditor now	Last Monthl (Date and	• •
		\$	Date:	\$
		\$	Date:	\$
		\$	Date:	\$
		\$	Date:	\$
		\$	Date:	\$
		\$	Date:	\$
		Total Monthly F	Payments for Debts	•

10.	Explanation of expenses or debts (if any needed):		
11.	Lawyer Fees List your total lawyer fees and costs for this case as of today.		

	•
Amount paid	\$ Source of the money you used to pay these fees and costs:
Amount still owed	\$ Describe your agreement with your lawyer to pay your fees and costs:
Total Fees/Costs	\$

I declare under penalty of perjury under the laws of the state of Washington that the facts I have provided on this form are true.

Signed at <i>(city and state):</i>	Date:
•	
Sign here	Print name

8.

Financial Records – You must provide financial records as required by statute and state and local court rules. These records may include:

- Personal Income Tax Returns
- Partnership or Corporate Income Tax Returns

Pay stubs

Other financial records

Important! Do not attach financial records to this form. Financial records should be served on the other party and filed with the court separately using the *Sealed Financial Source Documents* cover sheet (FL All Family 011). If filed separately using the cover sheet, the records will be sealed to protect your privacy (although they will be available to all parties and lawyers in this case, court personnel and certain state agencies and boards.) See GR 22(c)(2).

Superior Court of Washington, County of Tribunal Superior de Washington, Condado de In re: No. En referencia a: Núm. Petitioner/s (person/s who started this case): **Sealed Cover Sheet – Confidential:** Las partes demandantes (personas que Portada de documentos bajo sello iniciaron este caso): Confidencial: (check one) (marque una opción) [] Sealed Financial Source Documents (SEALFN) And Respondent/s (other party/parties): Documentos sellados sobre fuentes Y las partes demandadas (las otras partes): económicas (SEALFN) [] Sealed Personal Health Care Records (SEALPHC) Registros sellados de atención médica personal (SEALPHC) [] Sealed Confidential Report (SEALRPT) Informe confidencial sellado (SEALRPT) Court Clerk: This is a Restricted Access Document. Do not file in a public access file. Actuario del tribunal: este es un documento de acceso restringido. No archivar en un archivo de acceso público.

Sealed Cover Sheet – Confidential Portada de documentos bajo sello – Confidencial

Important! Use this cover sheet as **page 1** of a separate filing. Check document/s below. Write "Confidential" at least one inch from the top of the first page of each attached document. For use only in family law, guardianship, and protection order cases.

¡Importante! Use esta portada como la **página 1** de una presentación por separado. Marque los documentos a continuación. Escriba "Confidencial" por lo menos una pulgada debajo del borde superior de la primera página de cada documento adjunto. Para uso exclusivo en casos de derecho familiar, tutela y órdenes de protección.

Signa Firma		Print Name Nombre en letra de molde	[]WSBA []CPG# WSBA CPG#
	nitted by: entado por:		
LJ	Otro		_
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[]	· · · · · · · · · · · · · · · · · · ·	ative Payee Report (SEALRPT) para recepción de pagos del Seguro	Social (SEALRPT)
[]	Court Visitor/Guardian ad Informe al tribunal del visit	Litem Report (SEALRPT) ante/tutor ad litem (SEALRPT)	
[]	Medical/Psychological Rep Informe médico/psicológic	,	
[]	Health Care Records (SEA Registros de atención méd	,	
[]		nts (SEALFN) (describe) s económicas (SEALFN) (describa)	

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