

**INSTRUCTIONS FOR COMPLETING STATEMENT OF PROPERTY  
AND STATEMENT OF INCOME AND EXPENSE**

**STATEMENT OF INCOME - Do this in rough draft**

1. INCOME

A. Use your last few paycheck stubs to complete all the information required in this section.

B. Include overtime, if any, in subparagraph B as "any other income." If you have any additional income in paragraph 1B, average it for the month.

C. Total average monthly income. If your paydays are weekly, take the net take home pay, multiply by 52 and divide by 12 for monthly average. If you are paid bi-weekly (every two weeks), multiply your paycheck by 26 and divide by 12 for the monthly average. If you are paid semi-monthly (twice a month), multiply your net take home pay by 2. If you are paid monthly, no problem.

D. Be sure to insert your federal income tax gross wages from your W-2's from last year's income.

2. EXPENSES. Gather up all of your bills for an entire twelve month period and average them for the monthly figures required in this section for utilities, etc.

E. This can be determined from paragraph 2B of your Statement of Property where you list all credit card debt, etc.

F and G are only applicable if you are paying child support or maintenance to someone other than your present spouse.

I. This is the total of subparagraphs 1 through 7, "Food" through "School and Books." A general rule of thumb for food is \$10.00 a day for adults and \$5.00 a day for children but the rest of the items can be taken on a yearly basis and averaged to a monthly figure.

K. This should include things like "gifts for holidays, birthdays, Christmas, etc.," "pet care," "cable TV," "newspapers," "magazines," "lawn care," "household maintenance," etc. with a monthly average for each.

## **STATEMENT OF PROPERTY - Do this in rough draft**

All property accumulated during the marriage is considered marital property. Any property that you or your spouse brought into the marriage or that was inherited or received as a gift is considered separate property if you kept it in your name only.

### **I. Property.**

Paragraphs A, B, and C are self-explanatory.

Paragraphs D and E, I have provided you with forms to complete this section.

Paragraphs F through Q are all self-explanatory.

**II. Debts.** Please list these with great detail especially the credit card balances in paragraph II.B. and if there are any other debts for money borrowed from relatives, etc. put that in Paragraph C.