



Divorce Preparedness Checklist Intro:

Divorce is a confusing, complicated process, and is rarely easy for anyone. While you are trying to rearrange your life, it is not hard for important things to fall through the cracks. There are some steps you can take to prepare legally, financially, and emotionally. To make this transition easier, the following checklist breaks down the process into more manageable steps.

Before the Divorce

It is important to keep copies of all financial accounts and records, real estate property, assets, legal information, and tax records. Contacting an attorney will help to guide you through this confusing process.

During the Separation

In the state of Pennsylvania, the judge presiding over the case will ultimately divide property and determine alimony in the way that he or she deems fair. Having all the documentation ahead of time will help this part of the process go smoother. It is important that you and your spouse continue to make payments on debts, as you are still responsible for paying your debts while preparing for divorce.

After the Divorce

If everything was done right during preparation, there should be little work to do once the divorce is finalized. You still may need to adjust documents to remove your ex-spouse. By following the steps in the checklist, you will gain some sense of control over an emotionally charged and draining situation. You will also be more adequately prepared for your future.



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As you complete the checklist, mark **COMPLETED** when you are confident in your strategy or a task has been completed. You would select **WORKING ON** when you have something in place, but a review would be beneficial. The final option is **NOT APPLICABLE**, that would be your selection if you have not made an action or the scenario does not apply. Once complete, please return this checklist to a HB Retirement Financial Advisor or our support team at clientservices@hbretirement.com.



HB RETIREMENT®

Divorce Preparedness Checklist:

I. Before the Divorce:

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|--|------------------------------------|-------------------------------------|-----------------------------|
| Have you talked to a marriage counselor? | Completed <input type="checkbox"/> | Working On <input type="checkbox"/> | NA <input type="checkbox"/> |
| Have you contacted your attorney? | Completed <input type="checkbox"/> | Working On <input type="checkbox"/> | NA <input type="checkbox"/> |
| Do you need to set up a P.O. Box to receive mail and correspondence from attorneys and other professionals? | Completed <input type="checkbox"/> | Working On <input type="checkbox"/> | NA <input type="checkbox"/> |
| Do you have a copy of your marriage certificate? | Completed <input type="checkbox"/> | Working On <input type="checkbox"/> | NA <input type="checkbox"/> |
| Have you made copies of any pre-nuptial or post-nuptial agreements? | Completed <input type="checkbox"/> | Working On <input type="checkbox"/> | NA <input type="checkbox"/> |
| Have you made copies of licenses? | Completed <input type="checkbox"/> | Working On <input type="checkbox"/> | NA <input type="checkbox"/> |
| Have you made copies of trust documents? | Completed <input type="checkbox"/> | Working On <input type="checkbox"/> | NA <input type="checkbox"/> |
| Have you made copies of any wills executed during marriage? | Completed <input type="checkbox"/> | Working On <input type="checkbox"/> | NA <input type="checkbox"/> |
| Have you made copies of any other documents you feel could be important to the process (i.e. social security, titles, etc.)? | Completed <input type="checkbox"/> | Working On <input type="checkbox"/> | NA <input type="checkbox"/> |
| Have you updated your will, executors, and durable powers of attorney? | Completed <input type="checkbox"/> | Working On <input type="checkbox"/> | NA <input type="checkbox"/> |

II. Banks and Credit Cards:

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|---|------------------------------------|-------------------------------------|-----------------------------|
| Have you made a list of all bank accounts? | Completed <input type="checkbox"/> | Working On <input type="checkbox"/> | NA <input type="checkbox"/> |
| Have you made a list of all credit cards? | Completed <input type="checkbox"/> | Working On <input type="checkbox"/> | NA <input type="checkbox"/> |
| Have you confirmed current balances and obtained copies of statements from the past year? | Completed <input type="checkbox"/> | Working On <input type="checkbox"/> | NA <input type="checkbox"/> |
| Have you confirmed login information for joint accounts? | Completed <input type="checkbox"/> | Working On <input type="checkbox"/> | NA <input type="checkbox"/> |
| Do you plan on opening a new checking and savings account in your name? | Completed <input type="checkbox"/> | Working On <input type="checkbox"/> | NA <input type="checkbox"/> |
| Have you put money in your new account to cover living expenses and any emergencies for a few months? | Completed <input type="checkbox"/> | Working On <input type="checkbox"/> | NA <input type="checkbox"/> |
| Do you have a credit card in your own name? | Completed <input type="checkbox"/> | Working On <input type="checkbox"/> | NA <input type="checkbox"/> |

III. Bills and Finances:

- | | | | |
|---|------------------------------------|-------------------------------------|-----------------------------|
| Have you made a list of all monthly bills paid by you and your spouse? | Completed <input type="checkbox"/> | Working On <input type="checkbox"/> | NA <input type="checkbox"/> |
| Have you obtained bank statements and loan information for the past three years? | Completed <input type="checkbox"/> | Working On <input type="checkbox"/> | NA <input type="checkbox"/> |
| Have you confirmed the current balance on all accounts? | Completed <input type="checkbox"/> | Working On <input type="checkbox"/> | NA <input type="checkbox"/> |
| Have you confirmed all account numbers? | Completed <input type="checkbox"/> | Working On <input type="checkbox"/> | NA <input type="checkbox"/> |
| Have you confirmed all access information and logins? | Completed <input type="checkbox"/> | Working On <input type="checkbox"/> | NA <input type="checkbox"/> |
| Have you made a list of any debts you or your spouse have? | Completed <input type="checkbox"/> | Working On <input type="checkbox"/> | NA <input type="checkbox"/> |
| Have you confirmed amount owed and account numbers? | Completed <input type="checkbox"/> | Working On <input type="checkbox"/> | NA <input type="checkbox"/> |
| Have you called any "joint" creditors to see what actions are needed to protect interests during divorce? | Completed <input type="checkbox"/> | Working On <input type="checkbox"/> | NA <input type="checkbox"/> |
| Have you obtained a copy of your most recent credit report? | Completed <input type="checkbox"/> | Working On <input type="checkbox"/> | NA <input type="checkbox"/> |
| Do you have tax return information from the past 3 years? | Completed <input type="checkbox"/> | Working On <input type="checkbox"/> | NA <input type="checkbox"/> |
| Do you have a list of monthly expenses? | Completed <input type="checkbox"/> | Working On <input type="checkbox"/> | NA <input type="checkbox"/> |

IV. Marital Home:

- | | | | |
|---|------------------------------------|-------------------------------------|-----------------------------|
| Have you made copies of mortgage statements for the past 6 months? | Completed <input type="checkbox"/> | Working On <input type="checkbox"/> | NA <input type="checkbox"/> |
| Have you obtained bank loan and mortgage information? Do you have the account numbers? | Completed <input type="checkbox"/> | Working On <input type="checkbox"/> | NA <input type="checkbox"/> |
| Have you taken pictures of each room in the house? Do you have a list of the contents in each room? | Completed <input type="checkbox"/> | Working On <input type="checkbox"/> | NA <input type="checkbox"/> |
| Do you have a list of assets and the approximate value of each item? | Completed <input type="checkbox"/> | Working On <input type="checkbox"/> | NA <input type="checkbox"/> |
| Have you made a list of items that are important to you that you would like to keep? | Completed <input type="checkbox"/> | Working On <input type="checkbox"/> | NA <input type="checkbox"/> |
| Do you have copies of payment statements? | Completed <input type="checkbox"/> | Working On <input type="checkbox"/> | NA <input type="checkbox"/> |
| Do you have a copy of your homeowner's or renter's insurance policy? | Completed <input type="checkbox"/> | Working On <input type="checkbox"/> | NA <input type="checkbox"/> |
| Have you made a copy of leasing agreements? | Completed <input type="checkbox"/> | Working On <input type="checkbox"/> | NA <input type="checkbox"/> |
| Have you made a copy of real estate tax bill? | Completed <input type="checkbox"/> | Working On <input type="checkbox"/> | NA <input type="checkbox"/> |

V. Moving:

- | | | | |
|--|------------------------------------|-------------------------------------|-----------------------------|
| Have you researched apartments or homes for rent or sale? Have you looked at school districts in the area? | Completed <input type="checkbox"/> | Working On <input type="checkbox"/> | NA <input type="checkbox"/> |
| Have you obtained copies of deeds? | Completed <input type="checkbox"/> | Working On <input type="checkbox"/> | NA <input type="checkbox"/> |

Have you confirmed bank loan information? Completed Working On NA

Have you taken pictures of your current property and obtained a current market value of all real estate owned? Completed Working On NA

VI. Vehicles:

Have you confirmed loan information? Completed Working On NA

Have you confirmed account numbers? Completed Working On NA

Do you have copies of titles? Completed Working On NA

What is the current estimate of value of your vehicle? Completed Working On NA

Do you have a copy of the declaration sheet for all auto insurance policies? Completed Working On NA

VII. Children:

Do you have their birthdates, social security numbers, bank account numbers, and school information? Completed Working On NA

Did you update the school of any address changes? Completed Working On NA

Do you have a copy of your child's class schedule? Completed Working On NA

Have you made a list of all afterschool activities? Completed Working On NA

Have you requested copies of childcare expenses? Completed Working On NA

Have you made decisions on visitation, custody, and insurance expenses? Completed Working On NA

VIII. Retirement and Investment Accounts:

Do you know the balances for any 401(k) or retirement accounts? Completed Working On NA

Have you obtained current balance statements for all stock, bond, and investment accounts? Completed Working On NA

IX. Income and Employer Benefits:

Do you have copies of your W-2s or 1099s for the past 3 years? Completed Working On NA

Do you have copies of your spouse's W-2s or 1099s for the past 3 years? Completed Working On NA

Do you have copies of your and your spouse's paystubs for the previous 6 months? Completed Working On NA

Have you made a list of employer-provided benefits? Completed Working On NA

Have you obtained a copy of all employer-provided policies? Completed Working On NA

X. Social Media, Email, and Other Technology:

- Have you changed passwords to all social media, email, and online accounts? Completed Working On NA
- If you and your spouse share an email, have you created a new personal email? Completed Working On NA

XI. Insurance:

- Do you have copies of all insurance documents including life, homeowners, auto, and health? Completed Working On NA
- Do any insurance policies need to be cancelled? Completed Working On NA
- Have you obtained a copy of any health savings account information? Completed Working On NA
- Do any plans need to be updated or acquired? Completed Working On NA

XII. After the Divorce:

- Have you amended your will after waiving your ex-spouse's right to inheritance in a Separation Agreement? Completed Working On NA
- Have you changed beneficiaries on any retirement or investment accounts? Life insurance and company accounts? Completed Working On NA
- Has information been changed on all pertinent accounts including bank accounts, medical directives, and power of attorney? Completed Working On NA

