

✔ Checklist: Financial disclosure documents and information

Use this checklist to help you remember what documents and information you need to give to, or request from, your ex-partner.

For more information about your obligations under the duty of disclosure, see [Finance and property](#).

This checklist is not legal advice. Not all of the actions or directions in the checklist will apply to your case. If you need help with financial disclosure, you should get legal advice.

Personal disclosure

✔ Income and employment benefits

<input type="checkbox"/>	<p>Proof of income, including bonuses, commissions, overtime payments and other benefits.</p> <p>This includes income that is paid to or assigned to another person, business or entity.</p>	<ul style="list-style-type: none">• Recent payslips.• Centrelink Income Statement.
<input type="checkbox"/>	<p>Tax Returns and Notices of Assessment</p>	<p>For at least:</p> <ul style="list-style-type: none">• the last three financial years, if you are applying for property orders, or• the last financial year, if you are applying for maintenance orders.
<input type="checkbox"/>	<p>Employment benefits payable after stopping work, such as:</p> <ul style="list-style-type: none">• long service leave• Severance (redundancy) payment	<ul style="list-style-type: none">• Tax Return.• Letter of termination.• Contract or agreement.

- future pension entitlements.

 **Account statements**

<input type="checkbox"/>	<p>Bank account statements for all:</p> <ul style="list-style-type: none"> • individual accounts • joint accounts between you or your ex-partner and a third party. <p>This does not include joint accounts held by both parties.</p>	<p>At a minimum, statements should be disclosed:</p> <ul style="list-style-type: none"> • for at least the last 12 months • covering the date of separation • that relates to the purchase or sale of assets. <p>Depending on the circumstances of the case, additional disclosure may be required.</p>
<input type="checkbox"/>	<p>Credit card statements for all:</p> <ul style="list-style-type: none"> • individual accounts • joint accounts between you or your ex-partner and a third party. <p>This does not include joint accounts held by both parties.</p>	<p>At a minimum, statements should be disclosed:</p> <ul style="list-style-type: none"> • for at least the last 12 months • covering the date of separation • that relates to the purchase or sale of assets. <p>Depending on the circumstances of the case, additional disclosure may be required.</p>
<input type="checkbox"/>	<p>Mortgage statements for all:</p> <ul style="list-style-type: none"> • individual accounts • joint accounts between you or your ex-partner and a third party. <p>This does not include joint accounts held by both parties.</p>	<p>At a minimum, statements should be disclosed:</p> <ul style="list-style-type: none"> • for at least the last 12 months • covering the date of separation • that relates to the purchase or sale of assets. <p>Depending on the circumstances of the case, additional disclosure may be required.</p>
<input type="checkbox"/>	<p>Loan statements for all:</p> <ul style="list-style-type: none"> • individual accounts 	<p>At a minimum, statements should be disclosed:</p> <ul style="list-style-type: none"> • for at least the last 12 months • covering the date of separation

	<p>joint accounts between you or your ex-partner and a third party.</p> <p>This may include:</p> <ul style="list-style-type: none"> • personal loans • car loans • By-Now Pay-Later loans • Lease agreements. <p>This does not include joint accounts held by both parties.</p>	<ul style="list-style-type: none"> • that relate to the purchase or sale of assets. <p>Depending on the circumstances of the case, additional disclosure may be required.</p>
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 **Assets**

<input type="checkbox"/>	<p>Proof of ownership and value of real property, including:</p> <ul style="list-style-type: none"> • family home • investment properties • land. 	<p>This may include:</p> <ul style="list-style-type: none"> • Certificate of Title • contract for sale • bank statements • letters to the bank • market appraisal • valuation.
<input type="checkbox"/>	<p>Proof of ownership and value of all vehicles, including:</p> <ul style="list-style-type: none"> • cars • trucks • motorbikes • boats • trailers • caravans. 	<p>This may include:</p> <ul style="list-style-type: none"> • Certificate of registration • Notice of Disposal • bill of sale • tax invoice • receipt • sales contract • lease agreement • Red book valuation/appraisal.
<input type="checkbox"/>	<p>Financial investments, such as:</p> <ul style="list-style-type: none"> • shares • bonds • mutual funds • cryptocurrency • Exchange-Traded Funds (ETFs) • debentures • capital notes 	<p>This may include:</p> <ul style="list-style-type: none"> • holding statement • dividend statement • record of purchase • tax invoice • receipt • policy contract or document.

	<ul style="list-style-type: none"> • life insurance. 	
<input type="checkbox"/>	<p>Personal belongings, such as:</p> <ul style="list-style-type: none"> • jewellery • antiques • furniture • electronic equipment. 	<p>This may include:</p> <ul style="list-style-type: none"> • bill of sale • tax invoice • receipt. • sales contract • valuation.
<input checked="" type="checkbox"/> Superannuation		
<input type="checkbox"/>	<p>Superannuation fund, including:</p> <ul style="list-style-type: none"> • accumulation funds • defined benefit funds. 	<ul style="list-style-type: none"> • Completed superannuation information form. • A current statement. • A statement covering the date of separation. • A statement covering the date of the commencement of the relationship, for short relationships.
<input type="checkbox"/>	<p>Self-managed superannuation fund</p>	<ul style="list-style-type: none"> • Trust deed. • Three most recent financial statements.
<input checked="" type="checkbox"/> Assets disposed of		
<input type="checkbox"/>	<p>Details of all assets sold, transferred, gifted, or otherwise disposed of:</p> <ul style="list-style-type: none"> • in the 12 months immediately before you and your partner separated • since the date of separation. <p>This should include:</p> <ul style="list-style-type: none"> • when an asset was sold, transferred, or disposed of • how much the asset was sold for. 	<p>This may include:</p> <ul style="list-style-type: none"> • receipt • bank statement • Notice of Disposal • contract for sale.

	This does not include assets disposed of with the consent or knowledge of the other party.
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Interest in a deceased estate

<input type="checkbox"/>	<p>Details of any interest in a deceased estate, including:</p> <ul style="list-style-type: none"> • name of deceased • interests 	<ul style="list-style-type: none"> • Will. • Letter from NSW Trustee and Guardian. • Inventory of Property in an application for probate or letters of administration.
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Disclosure of business and trust information

Business documents – Australian Business Number (ABN) holder

<input type="checkbox"/>	Business Activity Statements (BAS)	<p>At a minimum, the last four BAS you lodged.</p> <p>Depending on the circumstances of the case, additional disclosure may be required.</p>
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Business documents – partnership or company

<input type="checkbox"/>	Business agreement	<ul style="list-style-type: none"> • Partnership agreement. • Company constitution.
<input type="checkbox"/>	Tax Returns and Notices of Assessment	At a minimum, the three most recent tax returns and notices of assessment.
<input type="checkbox"/>	<p>Financial statements, including:</p> <ul style="list-style-type: none"> • balance sheets • profit and loss accounts • depreciation schedules. 	<p>At a minimum, the three most recent financial statements.</p> <p>Depending on the circumstances of the case, additional disclosure may be required.</p>
<input type="checkbox"/>	Business Activity Statements (BAS)	At a minimum, the last four BAS lodged by the business.

		Depending on the circumstances of the case, additional disclosure may be required.
<input type="checkbox"/>	<p>Account statements, including:</p> <ul style="list-style-type: none"> • bank account statements • loan statements. 	<p>At a minimum, statements should be disclosed:</p> <ul style="list-style-type: none"> • for at least the last 12 months • covering the date of separation. <p>Depending on the circumstances of the case, additional disclosure may be required.</p>
<input type="checkbox"/>	<p>Details of all assets sold, transferred, gifted, or otherwise disposed of:</p> <ul style="list-style-type: none"> • in the 12 months immediately before you and your partner separated • since the date of separation. <p>This should include:</p> <ul style="list-style-type: none"> • when an asset was sold, transferred, or disposed of • how much the asset was sold for. <p>This does not include assets disposed of:</p> <ul style="list-style-type: none"> • with the consent or knowledge of the other party, or • in the ordinary course of business. 	<p>This may include:</p> <ul style="list-style-type: none"> • receipt • bank statement • Notice of Disposal • contract for sale.
☑ Trust documents		
<input type="checkbox"/>	Trust deed	

<input type="checkbox"/>	<p>Tax Returns and Notices of Assessment</p>	<p>At a minimum, the three most recent tax returns and notices of assessment.</p> <p>Depending on the circumstances of the case, additional disclosure may be required.</p>
<input type="checkbox"/>	<p>Financial statements, including:</p> <ul style="list-style-type: none"> • balance sheets • profit and loss accounts • depreciation schedules. 	<p>At a minimum, the three most recent financial statements.</p> <p>Depending on the circumstances of the case, additional disclosure may be required.</p>
<input type="checkbox"/>	<p>Account statements, including:</p> <ul style="list-style-type: none"> • bank account statements • loan statements. 	<p>At a minimum, statements should be disclosed:</p> <ul style="list-style-type: none"> • for at least the last 12 months • covering the date of separation. <p>Depending on the circumstances of the case, additional disclosure may be required.</p>
<input type="checkbox"/>	<p>Details of distributions to beneficiaries:</p> <ul style="list-style-type: none"> • Statement of Distribution 	<p>At a minimum;</p> <ul style="list-style-type: none"> • the most recent Statement of distribution • statements covering any distributions made after separation • statements covering any distributions made in the 12 months prior to separation. <p>Depending on the circumstances of the case, additional disclosure may be required.</p>
<input type="checkbox"/>	<p>Details of all assets sold, transferred, gifted, or otherwise disposed of:</p>	<p>This may include:</p> <ul style="list-style-type: none"> • receipt • bank statement • Notice of Disposal • contract for sale.

- in the 12 months immediately before you and your partner separated
- since the date of separation.

This should include:

- when an asset was sold, transferred, or disposed of
- how much the asset was sold for.

This does not include assets disposed of:

- with the consent or knowledge of the other party, or
- in the ordinary course of business.

Documents you don't need to disclose

- A document protected by privilege.
- A document no longer in your possession or control.
- A document which has already been provided, if the copy contains no changes.