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Instructions for Completing the Financial Disclosure Packet

1. Complete the **Income and Expense Declaration**, which consists of 4 pages
 - a. You will need the following to complete these forms:
 - i. Your most recent paycheck stubs for at least two months (or the equivalent)
 - ii. Your W-2s or tax return for the past year
 - iii. Information on your monthly expenses
 - b. Have a calculator handy when completing page 2.
 - c. Attach copies of your paycheck stubs for the past two months as verification of your income

2. Complete the **Schedule of Assets and Debts**, which consists of 4 pages
 - a. Note that some categories, and in fact most of them, will require you to attach documents. For example, you will need to attach title and loan documents to any real property, title documents for vehicles, current statements for bank accounts and debts (credit card debt and others), etc.
 - b. For “Fair Market Value” (FMV); note that this is the value of the item as is. In other words, this is the value that you would get if you sold that item, not the original purchase price, or the replacement cost. For example, the couch that you paid \$1,500 for three years ago is likely worth perhaps \$500 to \$700.
 - c. For Household Goods and Furnishings (HGF), you can lump the whole house together, except for items of exceptional worth (paintings, collectibles, musical instruments, etc.)
 - d. You are required to give information not only for your assets and debts, but also those in the name and/or possession of the other side. You are not required to get information about their items, but tell what you know.